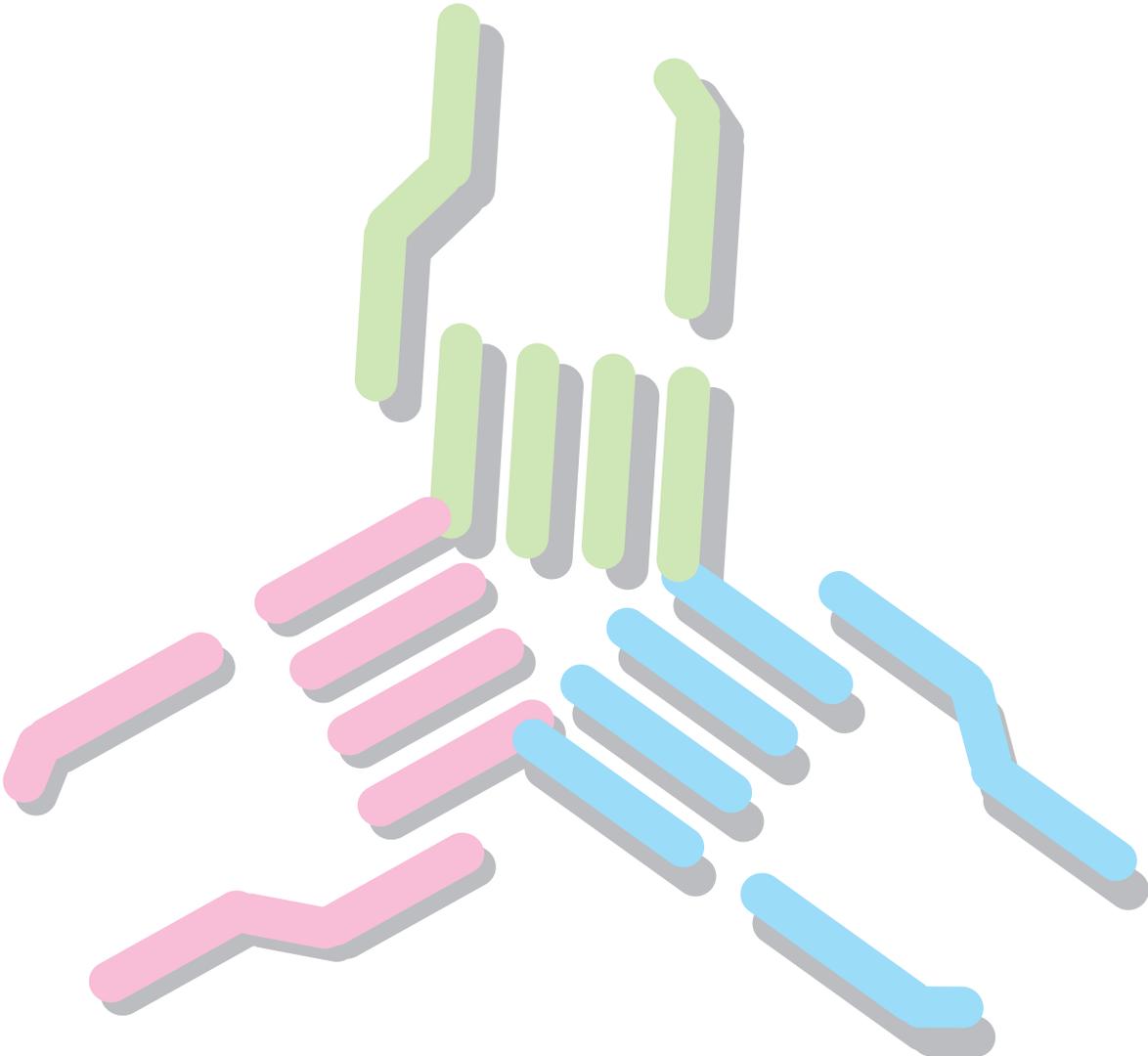




TELLER COUNTY

RECREATION ASSESSMENT STUDY



A Teller TEAM WorX Collaboration





Teller County Recreation Assessment Study

August 26, 2003

Prepared & Funded by:

TEAM WorX

Teller County Board of County Commissioners
City of Cripple Creek
City of Victor
City of Woodland Park
Cripple Creek RE-1 School District
Woodland Park RE-2 School District
Rampart Regional Library District

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*Teller County Division of Parks
City of Cripple Creek
City of Victor
City of Woodland Park
Cripple Creek RE-1 School District
Woodland Park RE-2 School District
Rampart Regional Library District*

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EXECUTIVE SUMMARY

PROJECT PURPOSE:

To create a countywide inventory and assessment of facilities, programs, and public attitudes and needs, so that future-planning efforts can be efficiently directed by the TEAM WorX alliance and its recreation planning partners.

TEAM WorX PROJECT HISTORY:

The development of the TEAM WorX project occurred over an 18-month period starting in 2001. As the Teller County Division of Parks prepared to schedule a five-year update of its Master Plan for Parks Trails and Open Space (adopted in 1997), the realization that other regional governments would also be in the update process led to discussions about how a partnership might be forged to work cooperatively to address common recreational needs as they relate to parks, trails, open space and programming.

Teller County Parks met with Cripple Creek, Victor and Woodland Park recreation departments and in preliminary discussions, talked about who else should be part of these discussions. Since the municipalities that run recreational programs work closely with the two county school districts, both Cripple Creek RE-1 and Woodland Park RE-2 were approached and both agreed to participate.

Other entities and organizations that deal with, or are impacted by, recreation in Teller County were approached for project support. These included the local Chambers of Commerce, the Divide Park Board, the Teller County Parks Advisory Board and YAA (Youth Athletic Association). These organizations supported the concept and some provided funding for the project. Partner funding was committed for the project and used for as a match for a successful grant application to the Colorado Department of Local Affairs Colorado Heritage Planning Grant Program.

In the fall of 2002 the Rampart Library District came on board as a partner. With a successful bond and mill levy approved by the district voters, the library district has embarked on the building of two new libraries, one in Woodland Park and one in Florissant. The new libraries, designed to offer the community a wide range of services and activities will be an excellent resource for acquiring recreation oriented information.



With the consulting firm of Thomas & Thomas contracted to aid in the facilitation of the TEAM WorX project, the alliance of partners formally “kicked-off” TEAM WorX with a meeting at Mueller State Park on October 29, 2002.

At this meeting the group identified their expectations of contract services for the two phases of the project as well as philosophical ideas regarding recreation and its importance to the community. The group also discussed what they hoped would be in the planned public survey, and these desires were based on what was perceived as important to know about what the public expects in terms of facilities and services.

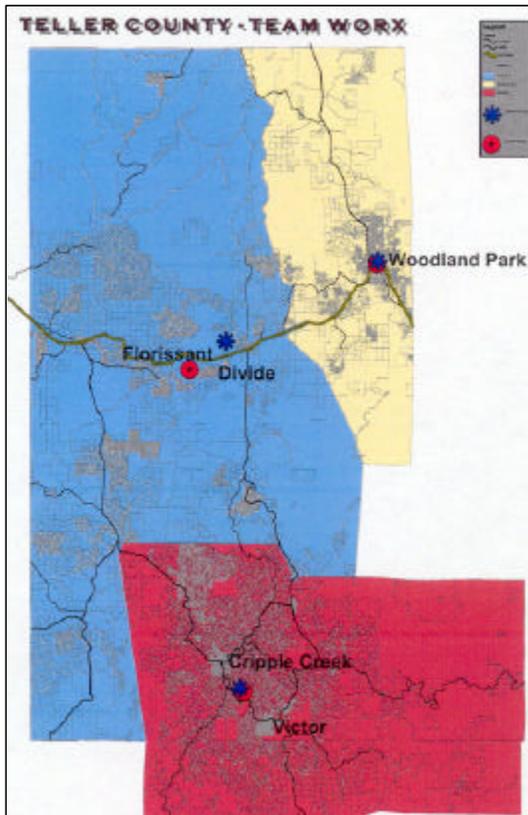
Discussed as well was the importance of maintaining a high profile for TEAM WorX and identifying that group or groups who would continue to foster, advocate and implement the TEAM WorX concepts.

It was realized early on that the key to the success of the TEAM WorX project would be the shift in the reigning culture of autonomous provision of recreational programming and facilities by each partner to a more collaborative notion of looking first at what can be done together for the benefit of all.



CHAPTER 1

INTRODUCTION:



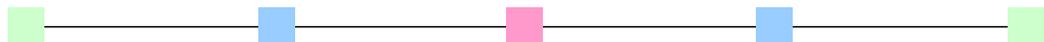
The planning team of TEAM WorX and Thomas & Thomas, Urban Design, Planning and Landscape Architecture established a recreation assessment strategy for the evaluation of recreation services and resources in Teller County. TEAM WorX partners include Teller County Division of Parks, City of Woodland Park, City of Cripple Creek, City of Victor, Woodland Park RE-1 School District, Cripple Creek RE-2 School District and Rampart Library District. The partnership was formed for the purpose of sharing information and resources in an effort to better service the recreational needs of the County residents as a whole and identifying potential operational benefits of such a partnership.

This document and its findings are not an end product, but the foundation of a strategy to guide recreational services into the future for Teller County and its individual communities. One of the primary objectives of this document was also to act as a project journal, noting the study's processes, successes, challenges, and its evolution. The TEAM WorX members established the following mission statement and goals during the initial meetings:

Mission Statement: Through the culture of collaboration amongst the Teller County recreation planning partners, TEAM WorX will sponsor the creation of a comprehensive recreation assessment document that can be utilized for future regional collaborative and individual planning.

Project Goals:

- To gather information on the needs, recreational habits, trends and desires of the residents of and visitors to Teller County.
- To demonstrate interagency collaboration and cooperation.



- To provide a factual basis for future funding.
- To inventory existing private and public agencies that contribute to the recreational services and interests in the community.
- To determine the most cost effective manner to deliver recreational services to the public by governmental agencies, as well as show those areas that are perhaps best covered by the private sector.
- To map potential future facility sites and define what those facilities should be providing.
- To provide equality of facilities throughout the County.

The objectives were then established to (1) design a methodology for the implementation of recreation programs and services in the County; (2) develop and implement a methodology for assessing community needs; (3) develop and implement a strategy for evaluating recreation delivery alternatives; and (4) produce a summary of the process and decisions in a TEAM WorX manual.

Early in the study, the TEAM WorX members were asked what they perceived to be the recreational needs for the County and their own particular entity. The remarks included:

- Softball/baseball fields, soccer fields, tennis courts, and football fields
- Additional programs for all ages
- Transportation
- Recreational and therapeutic swimming pools
- Soft development neighborhood parks
- Opportunities for yoga and strength training
- Hiking, biking and cross country skiing trails
- Swim, dance and gymnastics indoor facilities and programs

Throughout the entire process TEAM WorX members were asked to provide critical pieces of information, which were identified as Homework.

Additionally, the planning partners were asked to describe the expectations they had for the study and its findings. How would the information benefit their work? The remarks included:

“...process will provide valuable information about the recreational habits, trends and desires of the residents of and visitors to Teller County...” Helen Dyer

“...ultimately the information gained through this process should be used to coordinate a Regional Master Plan...” Cindy Keating

“...to show the ability of various agencies to collaborate will be invaluable...” Guy Arseneau



CHAPTER 2

ASSESSMENT:

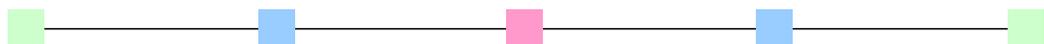
At the initial meeting ground rules were established for decision-making. A consensus was formed as to the participation of the partners, and a definition of recreation was established based upon the project requirements and available resources.

Key questions and their answers included:

1. *How to resolve differences? It was agreed that a majority rule would be used to resolve differences (requiring a 4 to 3 ruling) or (50% +1).*
2. *How to establish and maintain momentum for the study and decision - making process? Thomas & Thomas will be the driving force to bring the issues before the group in a timely fashion to move the process forward. Public notification and continued updates to various Boards and departments would be the responsibility of individual partners.*
3. *How do we maintain commitment and buy-in for the process? The partners agreed to carry out public relation efforts in existing newsletters, mailing, and publications and engage other departments and groups in support of in-kind services for the study as a means of broader community involvement.*

Recreation and recreation facilities were defined as indoor and outdoor places and activities that restore the strength and health of community citizens through passive and programmed physical events. The categories of recreation for the purposes of this study include:

- Indoor Facilities
- Outdoor Facilities
- Private Facilities and Programs
- Public Facilities and Programs



An additional concern for the team was the long-term management of the document and its recommendations. The questions of: “How do we establish and maintain cohesive support for the recommendations, and who will become the *Champion* for the results of the study?” became apparent. It was agreed that an entity needed to be identified through the process. The champion would protect and carry forward the vision and contents of the report. Possible champions included:

- A non-profit entity
- A small group of the TEAM WorX partners
- The County Division of Parks.
- A Partnership between the two school districts

With the completion of the survey and inventory, the team would be asked again to identify a specific means of selecting a champion for the care of the project manual.

TEAM WorX engaged its members to think about other types of available facility and program information to gauge recreational interests in the community and user demands on county services. Each team member was asked to think beyond their program directors and seek input from staff that interact with the user/public on a daily bases (i.e. do they receive requests from private groups or clubs to use their facilities for programs that are not currently being provided?).



CHAPTER 3

SURVEY DEVELOPMENT, TESTING, DISTRIBUTION & COLLECTION:

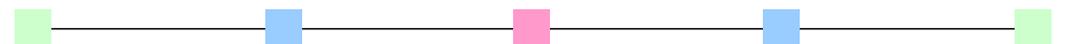
The consulting team, consisting of Thomas & Thomas and Fred Crowley of Crowley's Consulting, met with the partners to discuss the preliminary expectations of the countywide survey. It was determined that the survey objectives were to understand who the users were, what their basic needs were, where they currently recreate, and to determine if they found the recreational opportunity adequate in the county and associated communities. Last, the survey would ask if there was a preferred method for funding such programs and services.

During a second meeting the planning team brought a draft of potential survey questions to TEAM WorX for review and further discussion. The results of the meeting were a refined list of questions and an additional focus on recreational services as they relate to the level of recreational opportunities available in the county. Additionally, the quality of life for residents, travel impacts, and recreational desires were to be considered.

The refined draft survey was then given to a sample group consisting of city, county and school district staff. The planning team also encouraged the partners to share the survey with senior administration as a way of communicating the project goals and highlighting the progress made to date. The key objectives were to test the questions for clarity, completeness and generate further support for the process and project.

With the sample group completed, the planning team prepared the final survey for mailing. In-kind services by the partners provided the reproduction and mailing services. As part of preparing the survey mailing, the planning team conducted an analysis from the county assessor data to determine the countywide sampling needs in order to generate an acceptable level of reliability.

When basing decisions upon sample sizes, two concepts helped mold those decisions: accuracy and reliability. For example, if a single resident of Teller County was asked his/her age, we could generate an assumed "average" for everyone in the County based on her answer. It is possible that this would be correct, but we would not have a great deal of confidence that the assumed "average" was reliable. Repeated questions of resident age among randomly selected individuals would contribute to revised estimates of the average age. Gradually, the revised age would tend to stabilize. At this point, sampling could stop. Since everyone would not be included in the sample, our average based on a limited sample size would have an element of error. However, we would be



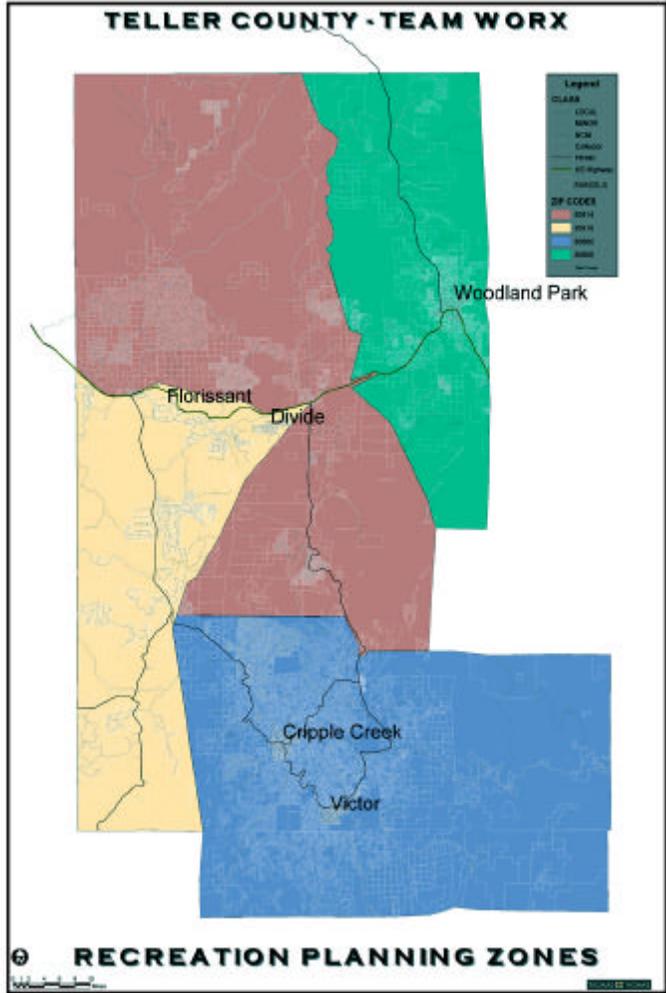
confident that the error size was acceptable. We could make a reliable statement that the correct average age of Teller County residents is a narrow plus/minus value around the average of the samples. Normally, a 90% or 95% confidence interval is used along with an acceptable margin of error. The margin of error is usually 4% to 5% and occasionally as high as 10%.

The project sample size is determined, by two issues, error tolerance and confidence. Without actually knowing the correct average, assume a sample average is 60%. This may or may not be close to the actual average. If a small error were desired in your estimate of the correct average, you need a large sample. Tolerable error sizes vary but are often in the 4% to 10% range for most survey instruments. Confidence describes how sure you are about the error range of your sample. For example, you might find that 90% of the time, the correct length of time it takes to travel between Cripple Creek and Woodland Park is between 38 and 46 minutes with an average of 42 minutes. This process was applied to determining a sample size for the recreation survey. In order to be this confident, a minimum number of surveys need to be conducted.

A minimum sample size, controlling for a Type I error, was designed to provide an error not to exceed 5.25%. A minimum confidence in the results was set to be 90%. Given the number of households in Teller County was estimated to be 10,362 by the Census Bureau in 2000, it was determined a sample with an error of 4% and produce a 95% confidence interval. This higher criterion would require a sample of 568 households. This was rounded up to 600 households. Assuming a response rate of 50%, a random sample of 1,200 households would be needed. If only 20% of the surveys were returned, the results could still be described as being 90% reliable with an error of 5.25%, an acceptable measure to draw reliable inference. Larger response rates would increase the reliability and decrease the error tolerance.

Sample Size Recommendation and Random Selection of Households

Teller County	Households	Proportional		"Over-sample" Target	
		Share	Mail Pieces	Share	Mail Pieces
Cripple Creek	737	7.11%	85	10.67%	127
Green Mountain Falls	38	0.37%	4	0.55%	7
Victor	360	3.47%	42	5.21%	63
Woodland Park	2,642	25.50%	306	38.25%	459
Balance of County	6,585	63.55%	763	45.32%	544
Total	10,362	100.00%	1,200	100.00%	1,200



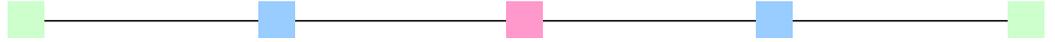
A third consideration is referred to as a finite sample size correction. This is done for samples taken from small populations. This was applied to Teller County in order to determine a sample size of 567 households, rounded to 600. Proportional allocations were then based upon number of housing units in an area relative to the total in the County.

With the sample size determined and identified by zip codes the mailing was completed. The selection of random addresses was generated from current assessor records. It was determined that the mailing and response time would be planned around two

weekends, allowing residents time to complete the survey around busy schedule. All of the surveys were to be returned to the City of Woodland Park Recreation Dept. PO Box. 9007, Woodland Park, CO. 80866.

The project did get off to a slow start due to the wildfires of May 2002. The timing of the survey mailing was originally scheduled for October 2002, but was delayed until the end of January 2003. It was hoped that residents would have returned from the holidays with the thoughts of the summer fires behind them and would be able to get back to a normal pace of life. The team did recognize and was sensitive to the challenges placed upon Teller County during this difficult time.

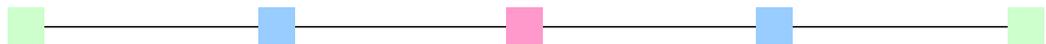
The mailings sent and collected by Woodland Park were returned February 10, 2003 and instructions were prepared for the data-entry process. In-kind services provided by Teller County began the task of data entry and the work was completed within two weeks.



Statistical Confidence

A total of 240 of the 1,200 mailed household surveys were returned. This represented a 20% response rate. The average household size among the respondents was 2.67. The responses represented a total of 641 people, approximately 3.2% of Teller County's population. Data entries were tested for accuracy and corrected when necessary. It is believed data was accurately entered into the database. The sample size was determined to be large enough to obtain reliable results. Thus, TEAM WorX was 90% confident the response rates were accurate within ± 5.2 %.

On March 20, 2003 the first phase of work was presented to TEAM WorX and the preliminary results of the survey are shown in the preliminary summary in Appendix II.

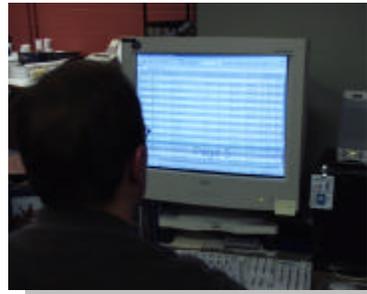


CHAPTER 4

INVENTORY OF FACILITIES & PROGRAMS:

The planning team worked with the county's GIS office to obtain current county data as it related to parks, open space, roads, and land use. The team also collected current recreation and budget studies and reports from the TEAM WorX partners (see a complete list of studies and reports in Appendix VII).

The Team clarified that the facility inventory database would need to be updated regularly as facilities and programs changed or were created over time. The database was viewed as an evolving tool and therefore limits were established for the purpose of the initial inventory and assessment study. First, the inventory was to include all *public*-based facilities and programs. Second, an initial inventory of *private* facilities was conducted.



The *private* inventory only included those facilities that currently provided or potentially could provide some *public* service through a *public/private* partnership (Camp Golden Bell is partially programmed by The City of Woodland Park but it is privately owned). Also, the inventory included programs that were offered by *private* providers who use existing *public* facilities.

The planning team was responsible for developing the primary program and facility database that would meet the TEAM WorX planning and management needs. While GIS services are not accessible by all of the partners at this time, the county GIS supervisor and Teller County Parks Coordinator acted as the reviewing agents to assist in customizing the database for TEAM WorX.



The TEAM WorX partners provided the basic program data for existing facilities (Homework). The planning team visited sites to verify information, collect data, and photograph individual facilities. Additional work was done with community planners to identify additional sites using a GPS unit. Once the information and inventory format was established, partners were asked to review the contents. The information was



also presented at two open houses: Saturday, January 18, 2003, 10:00 am to 12:00 pm in Cripple Creek, and Thursday, January 23, 2003, 6:00 pm to 8:00 pm in Woodland Park.

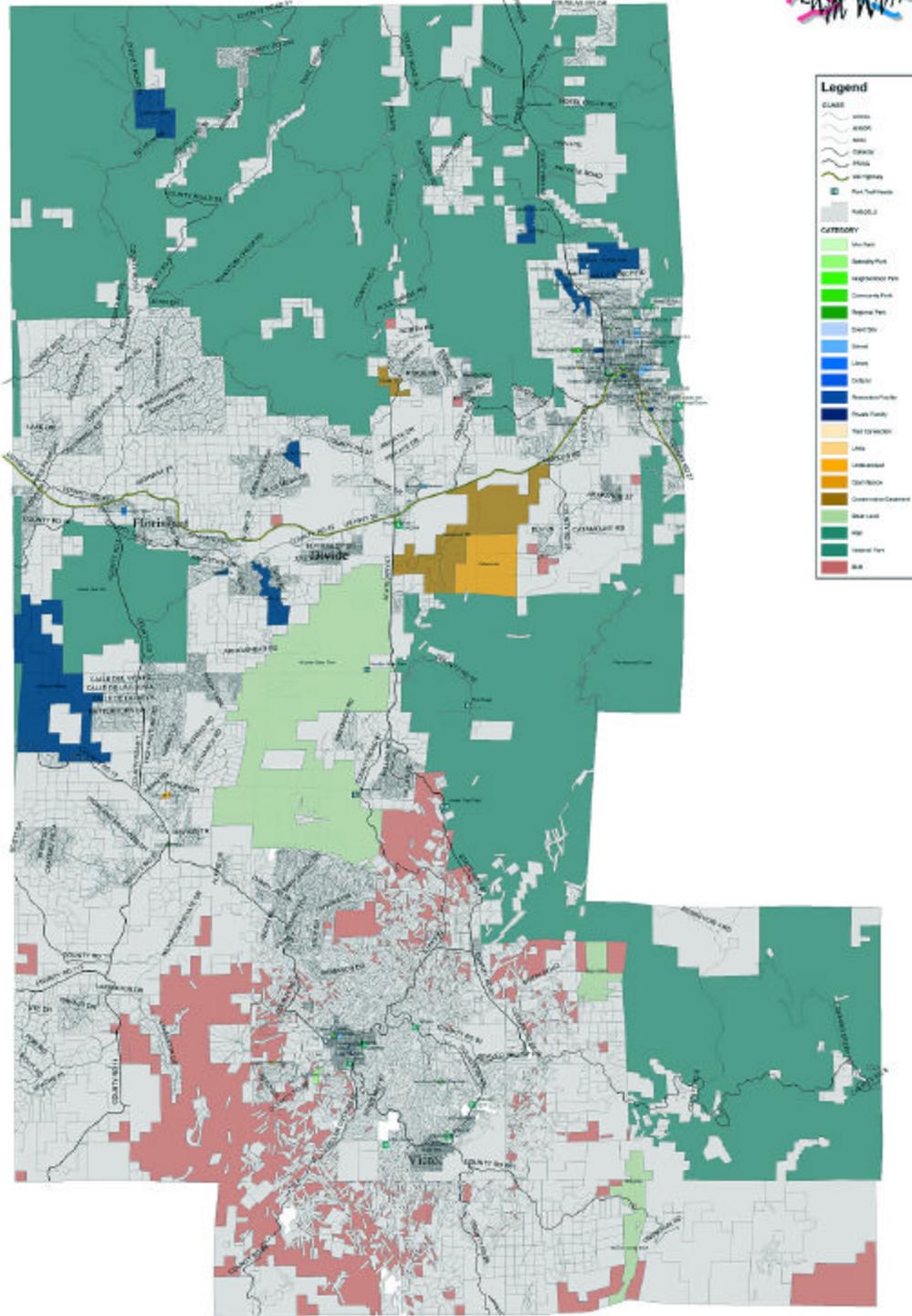
Here, the team collected additional information. Specifically, open house attendees were asked to help identify private facilities that have had or currently are providing recreational services to the public. With the completion of the base inventory, the partners were again asked to review the database for completeness (Appendix-V).

The recreation facility inventory was cross-referenced with the county assessor's parcel numbers. Since many of the recreational facilities exist on more than one parcel record, the planning team took steps to combine the parcels into one identifying parcel for each of the lands in question. As part of the process, the planning team worked with the county GIS office to establish a secondary/primary code for recreation lands and included an additional field in the database to record all the existing multi-parcel properties and numbers for later cross-referencing. The results provided the partners with a single overall parcel to be identified as the recreation facility and a way to record facility programs and management information. The cross-reference information includes a photo hot linked to the mapping, allowing for easy and friendly user interface with the collected data.

Information collected throughout the inventory process was organized into two primary categories: (1) Facility contact and management information, and (2) program and users information. The database allows the user to query public and private owners, program types, facility classifications, ownership, management, zip codes and size.



TELLER COUNTY - TEAM WORX



RECREATION INVENTORY

THOMAS THOMAS



CHAPTER 5

GAP ANALYSIS:

Delineation of planning zones:

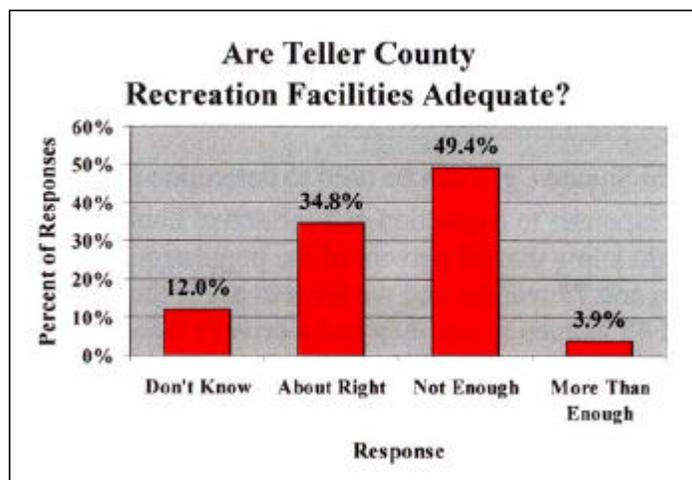
The county consists of six different zip codes and it was determined that the zip codes represented the best workable model for complying census data, assessor mapping and the survey response. A hard copy of the 2003 zip code mapping was collected through the Denver central Post Office and digitized into the GIS base mapping. At this point, available census and T.A.Z. zone data were merged into the Teller County Recreation Assessment project database.

The next step in this process was to determine if an adequate number of returned surveys existed for a zip code-based gap analysis among the TEAM WorX Recreation Survey responses. It was determined that the responses from the Cripple Creek and Victor zip codes should be merged into an area called Cripple Creek. The Divide and Florissant zip codes were also merged into an area called unincorporated Teller County. This produced three distinct geographic areas of response to analyze. They were: (Appendix III)

- Cripple Creek - included Cripple Creek and Victor zip codes.
- Unincorporated Teller County - included Divide and Florissant zip codes.
- Woodland Park - included Woodland Park zip codes.

Analysis process

The Gap Analysis provided a deeper analysis than previously reported in the Summary of the TEAM WorX Recreation Survey of January - February 2003 (Appendix II). The analysis identified specific recreation needs and wants in Teller County by area of residence. The analysis also identified the public's willingness to pay for specific recreation



needs. The gap between existing recreation facilities and the desire for new facilities and the understanding of how they might be funded were identified through a statistical procedure referred to as a Chi Square test of independence

(See Appendix II). The aggregation of the Cripple Creek and Victor zip codes was also necessary to be able to work on the gap analysis with the Victor responses. If this were not done, too few observations would be available to construct a χ^2 contingency table (See Appendix IV).

The respondents were asked to identify recreational activities they believed were needed in Teller County. Forty-nine and nine tenths percent indicated additional recreation opportunities were needed. Another 34.8 percent indicated that there were an average number of recreation opportunities available. When the responses were controlled for zip codes of respondents, it was determined that all residents in Teller County share the same perspective. That is, not any one area was more or less opinionated than other areas about the adequacy of recreation facilities in Teller County. (See Appendix IV Table 1 – line 8)

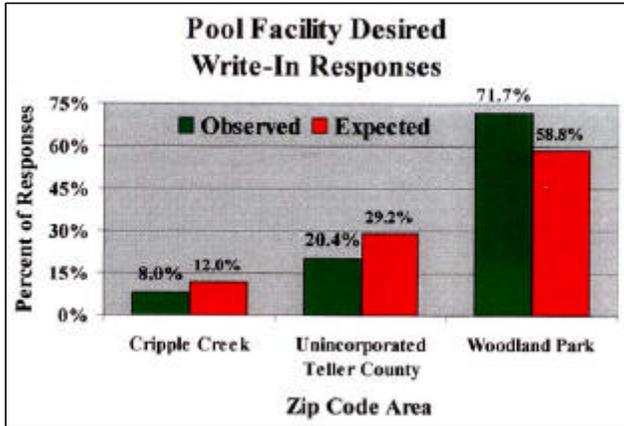
The respondents were asked to list three recreation facilities they believed were needed in Teller County. The most frequently identified responses were:

- Pool (48.3 percent)
- Hiking, Trails, and Open Spaces (19.5 percent)
- Recreation Center (18.3 percent)

Although the survey found that 49.4 percent of the respondents believe Teller County needs additional recreation facilities, differences were identified among respondents' write-in responses when the area of residence was controlled. The Woodland Park area had a disproportionately higher level of support for a pool and recreation center than the other two regions. The Woodland Park area was also more willing to fund a pool or recreation center with more choices, including taxes. The Cripple Creek area did not support a pool or recreation center. Unincorporated Teller County opinions were generally proportional to other expected values. Women also demonstrated a significantly higher support than men did for a pool and recreation center. Trails and open spaces comprised the second most frequently cited write-in for additional recreation facilities. A significant difference among the three areas in Teller County was not found.

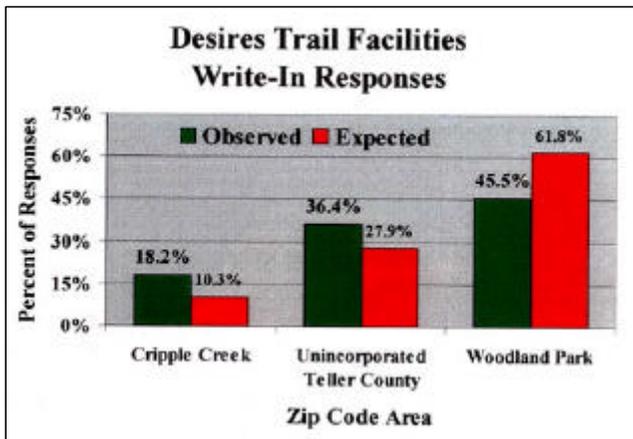
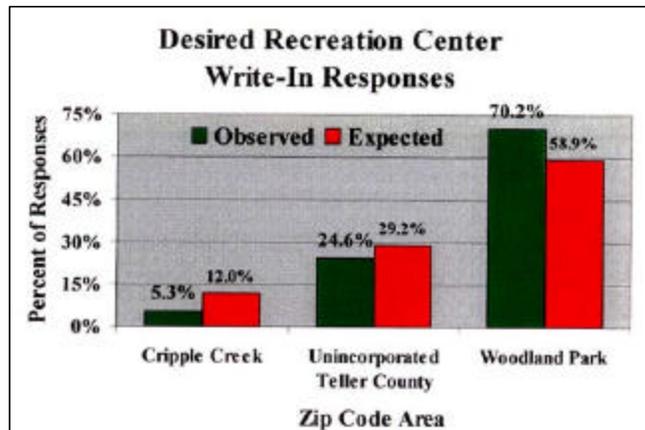


A significant difference among the three areas in Teller County was not found. However, the Cripple Creek and Unincorporated Teller County areas did demonstrate a slightly higher than expected desire to see more trails and open spaces than the residents of the Woodland Park area.



Even though those surveyed believe Teller County needs additional recreation facilities, the respondents indicated they were unaware of recreation opportunities that were within the County but outside of their immediate residential area. Additionally, the respondents demonstrated the very strong tendency to use recreation

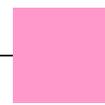
facilities closest to their home. Additional facilities might not be perceived as being needed by as many residents of Teller County if they were better informed about facilities outside of zip code areas and/or were more willing to travel to



other areas in the County to enjoy recreation facilities.

Household income differences also were observed in Teller County. The Woodland Park area had the highest reported income while Cripple Creek/Victor area had the lowest reported household income.

CHAPTER 6



RECREATION STANDARDS:

The following estimates are provided as a baseline comparison. The numbers are based on a survey of western communities through various sources of information. The level of accuracy of the information and relationship to Teller County will need further analysis. (Further understanding of users and demand is needed for a comparison of Teller County)

The information is based on Urban data. No specific data was found to provide a county-to-county comparison. Cities have been identified when specific averages were referenced.

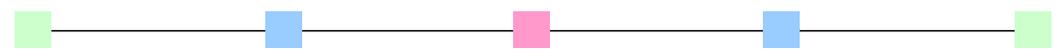
- Baseline average standards for Neighborhood and Community Parks include:
 - 2.5 acres per/1000 persons Neighborhood
 - Avg. Household 2.6 persons
 - Park land = .007 acre per/Household
 - 7.5 acres per 1000 persons as defined by Woodland Park Park, Trails and Opens Space Master Plan

Teller County Comparisons Population 20,984
 2.5 acres per 1000 persons for a total of 52.5 acres
 Parkland =.007 acres per household for a total of 72.5 acres
 Park land as per Master Plan 7.5 acres per 1000 persons for a total of 2,979 acres

Estimated Western Community Averages: Not a County Comparison

	National Standards	Existing Teller County Facilities Population 20,984	Existing City of Woodland Park Facilities Population 11,367	Existing City of Cripple Creek / Victor Facilities Population 2525
Soccer Field	1 per/6500 persons	1 per/3500 persons	1/5683*persons	N/A
Football Field	1 per/20,000 persons	5 per/20,000 persons	1/5863 persons	N/A
Base/Softball Field	1/3000 persons	1 per/2000 persons	1/5863 persons	1/1262 persons
Outdoor Basket Ball (2-courts)	1/6000 persons	1 per/2300 persons	1/5863 persons	1/2525 persons
Tennis Court (2-courts)	1/3000 persons	1 per/3500 persons	1/3789 persons	N/A
Recreation Center/Gym	1/40,000 persons	NA	NA	N/A
Swimming Pool	1/27,000 to 40,000 persons	N/A	N/A	N/A
Ice Rink	1/65,000 persons	1 per/10,000 persons	1/5863 persons**	N/A
Trails (Colorado Springs)	.20 miles/1000 persons			

* Meadowood and Memorial Parks
 ** Seasonal Ice Rinks



Based on the general cross comparison of Teller County facilities and the greater western city averages in our research, the County does not fall into the normal ranges identified for number of facilities per 1000 persons as noted in the table above. While the study did not include a county-to-county comparison it was clear that there was a gap in relative average data to make specific recommendations. It was also determined from information gathered during the inventory phase there is a shortage in sport fields as reported by the team members. Yet this shortage was not perceived or identified on the survey. Members of the group wondered if there was a relationship between this response and the time of year the survey was sent out (winter). Another aspect that needs further study is how far are people willing to travel for a particular program.

It would be the recommendation of the planning team to conduct a “Level of Service” study outlined by the National Park & Recreation Association to further determine facility needs, detailed usages times of those facilities, excess and potential enhancements.

The model approach addresses the unique social, economic and institute structures of big and small communities. The model is designed to assist the communities in identifying their recreation facilities, open space and trail needs.

In the systems approach to recreation planning it is important to respond to locally based needs, values and conditions in an on-going process to provide flexible planning for parks, recreation, open space and trail facilities. The efforts should be to provide an appealing and harmonious environment that would protect the integrity and quality of the surrounding natural systems. The “Level of Service” (LOS) helps to determine existing supply (or capacity) and future recreation needs and excess. It means identifying reasonable and measurable needs. Usually this means using detailed observations and/or surveys of recreation facilities and usages.

The approach is to participate a base model that incorporates public values and provides a level of justification that addresses economic responsibility demanded by taxpayers.

The full approach can be seen in the [Park, Recreation, Open Space and Greenway Guidelines](#), Mertes and Hall, National Recreation and Park Association, 1996.

Existing Budget Information

One of the goals for this project was to look at the most cost effective method for delivering recreational opportunities to the residents of Teller County and the TEAM WorX partners. The budget information for all the planning partners should be documented in a compatible format so that overall recreation delivery costs can be obtained for the TEAM WorX partners. As part of the Level of



Service Approach a system of budgetary information can be generated that is compatible with the inventory of actual use of individual facilities. The following chart provides an initial basis from which to work to establish that base line.

Personnel costs by entity:	Year 1	Year 2
Salary		
Benefits		
Seasonal employees		

Operating Expenditures:	Year 1	Year 2
Programming Summer/Fall		
Programming Winter/Spring		
Supplies		
Special Events		
Field Maintenance		
Irrigation		
Equipment Rental and Repair		
Training		
Miscellaneous		
Acres of open space		
Acres of parklands that are maintained		
Acres of irrigated parklands		

Maintenance Staff:

Colorado Springs	1-person/22 Ac.	Total-2,560 Ac.
Denver	1-person/13 Ac.	Total-4,500 Ac.
Ft. Collins	1-person/12 Ac.	Total-670 Ac.
Teller County	1-person/	Total-388 Ac.

Funding:

There are various mechanisms for funding park and recreation facility and program development. These include user fees, Lottery monies (Conservation Trust Fund), Great Outdoors Colorado and other State Trails and Transportation Programs. Data collected during the survey phase of this project indicated that the population as a whole was not in support of taxes to pay for additional recreation facilities. There was a clear preference for user fees, public/private partnerships and grants.

Impact fees, commonly known as park development fees, are the most commonly identified means of funding new parks in various other local communities. Presently this is not practiced by Teller County or City of Cripple Creek. The City of Cripple Creek is in the process of assessing whether impact fees are to their benefit. The City of Woodland Park has the following structure to their fee schedule. It has been in effect since 1994; in 2002 they switched from requesting land dedications to fees so that the parks lands could be developed.

Section 17.36.020 Dedication of land for parks, recreation areas and open space or fees-in-lieu.

Every major or minor subdivision, which is platted for residential use, shall dedicate two and one-half percent of its net acreage for public parks, recreation areas and open space. "Net acreage" means all acreage included within the subdivision less platted and dedicated public streets and alleys. The city council may, at its option subject to policy established in Section 17.36.050, accept cash in-lieu of land dedication in the amount of three hundred dollars per residential dwelling unit. (Ord. 632-1994 § 1, 1994: Ord. 364-1985 § 2 (part), 1985)

The aspect of the tourist industry and their potential impact upon the recreation facilities and their ability to absorb the potential costs needs to be carefully analyzed as part of the overall funding mechanism.

CHAPTER 7

TEAM BLUEPRINT:

During the last TEAM WorX meeting with Thomas & Thomas a framework for a formal “Blueprint” for TEAM WorX was presented. The wrap-up plan aimed to provide direction and identify a mission, major milestones, tasks and responsibilities. Partners were asked to have reviewed the information and accomplishments to date as well as review four short case studies with related information. It was only provided as little brain food to generate additional ideas and stimulate discussions.

Brain Food:

www.dcr.state.va.us/lanm_sum.htm

www.lib.niu.edu/ipo/ip990321.html

www.wpraweb.org/legislative/alerts/la091701.htm

www.lib.niu.edu/ipo/ip000310.html

Teller County Area



As discussed during our last meeting we have made good headway with the work to date that includes the inventory, survey and gap analysis, but we were still left with some unanswered questions. One of the biggest questions still remaining, is how do we make the best use of the new information and planning tools to better provided recreation services to the County residents.

What were our expectations for the project? (The expectations were collected as part of the earlier “Homework” assigned by Thomas & Thomas)

In TEAM WorX “Homework” we find the following expectations listed:

1. Identify recreation trends and desire of the county residents
2. Inventory and understand the existing recreation resources



3. Gain a better understanding of the County's residents willing to pay for services
4. Provide information Master Plan updates
5. Identify possible new partnership opportunities
6. A invaluable level of collaboration

The remaining are unanswered or incomplete expectations:

7. Establish greater support for future funding
8. Establish bases for a regional master plan
9. To understand what kind of a demand is on the existing facilities
10. Determine the best way to efficiently delivery services in the county

The next **BIG** question...

What do we need to do to meet our remaining expectations?

As we look to the future and the remaining tasks, it is important to recognize the achievements of TEAM WorX and the benefits of the partnership. Every effort should be made to celebrate the partnerships and build on the momentum gained to date. Each partner has the difficult task of providing recreation services and also share a common responsibility to be fiscally wise in providing the services, but where does that leave us? It is believed TEAM WorX has matured from a contracting mechanism to a living functioning organization that has a future. And it's future is in enhanced communication and cooperation. TEAM WorX is a step in the right direction and should continue to be the champion for recreation services in the county.

A review of the survey data and findings, the gap analysis, list of expectations and case studies from around the country has lead to the idea that TEAM WorX has a place in Teller County and in the protection of recreational opportunities in the communities.

Across the county communities, recreation districts and departments are finding the need and seeing the benefits of regional cooperation and planning. For more then 20-years regional planning has been a tool of the academic world, but the day-to-day tasks of running a community and existing planning department structures made it hard for planning directors and managers to overcome the complexity of political boundaries. Today steps are being taking to overcome the issues, as communities are faced with new challenges in the evolution of providing new services and increasing final responsibilities.

The final Blueprint consists of three basic phases of work. *The first phase is administrative in nature; the second is creating the long-term foundation and third is the development or implementation of the TEAM WorX vision.*



PHASE ONE:

Step One is defining the *commitment, vision and agreeing to take on the leadership role* for protecting the recreation services in the community. It is assumed that TEAM WorX is committed to moving the TEAM WorX concept forward, to build on the success of the collaboration and improve the community's recreation delivery systems.

As we look to meeting all of the stated project expectations, we have two options. The first option that we recommend would be, at a minimum, TEAM WorX continue to use the team-model to conduct updates to the study every five years. This would build on the success of the first six expectations and those that we have met to date. But, ultimately we believe that a second dynamic option can be mapped out to meet all of the stated project expectations. The second option requires leadership and for TEAM WorX to be the "champion" for the recreation vision.

Step Two in phase one represents a key step in establishing TEAM WorX as a leader in the community. It *requires engaging the decision-makers and the community in a buy-in process* that supports the TEAM WorX idea, the vision and benefits. This means bringing a formal resolution before community leaders for approval. TEAM WorX needs to be viewed as a legitimate working model for guiding future recreational services.

Step Three of phase one is *detailing a "Blueprint" for TEAM WorX and its mission*. While this is general a formula for the concept/blueprint, it will be the responsibility of the partnership to define the mission, assign responsibilities, task identify milestones and establish a time line. It will be important that accountability is worked into the final plan so that progress and actions can be measured.

(It is anticipated that phase one will be the focus of TEAM WorX over the next year)

PHASE TWO:

Where do we see the TEAM WorX model going? With phase two we see the *development of a foundation* that will lead to TEAM WorX evolving into a countywide recreation and environmental conservation advisory board. The benefits of a board includes the sharing of resources, information, expertise and developing a critical mass that will provide broader public support for programs, funding options, policy and goals. Phase Two, *"The Foundation" is three-fold and consists of 1-partnerships, 2-information and 3-comprehensive planning*.



Step Four in the blueprint is *building partnerships and relationships* with like interests. This means TEAM WorX needs to be active in the community outside of traditional recreation. The key will be in developing an understanding of other groups/organizations/departments that have a role in open space, education and the quality of life issues. It will be important to understand their missions and map out common interests and goals. Two things should be accomplished in building these relationships. *First, allies and support are needed for future programs and funding efforts. Second, Team WorX should seek opportunities to piggyback on programs and share information.*

Step Five is *developing common data collection standards* between the partners to assist in data updating and expansion. This will help enhance the shared database and planning tools. We are confident that we have developed a solid foundation of information, but also believe that the database has great potential to be outstanding, as Team WorX explores new ways to use the information. The data collection will also assist in the development of a countywide master plan.

Step Six, a countywide master plan provides a few key benefits. First, it draws from the existing data, builds on the existing efforts and offers a means of illustrating the results of the gap analysis. Second, it acts as a mechanism to conduct the “Level of Service” analysis needed to fine tune program and facility needs. Third, it is an opportunity to highlight common or shared goals with other groups/agencies (building support...) and forth, it legitimizes Team WorX’s Blueprint and represents a key milestone in the Team WorX future.

PHASE THREE:

Phase three relates to Team WorX’s long-term role in the community. Building on the steps of commitment, partnership and a master plan, Team WorX has the opportunity to create a mechanism in which to bring various interests together and provide important services to the community. Again, creating critical mass of support and resources for collaboration, communication and planning.

Maybe Team WorX take on a broader meaning and equals quality of life, the environment and recreation. As an **Advisory Board**, Team WorX could take on the role as a supporting advisory board in the community and “Champion” of the database, master plan and vision. The Team WorX advisory board would participate in individual planning processes as requested and represents citizen interests in recreation. Also the board could assist in bringing together common interests, identify partnerships and assist in future fund raising. The board would also conduct assessment updates.

Perhaps Team WorX evolves into a leader in environmental education, conservation, health and fitness and recreation. With an expanded view of services and developing an office that pooled existing resources for the betterment of the



community and individual interests.... The team /partnership would hopefully create opportunities where partners could continually raise the bar on the services provided.

Closing:

The Team WorX partners have committed to defining a long-term role for organization in the protection and care of recreational services in the county. Thomas & Thomas has summarized the partner's comments and have forwarded the information to the partners

The next section of this team manual will represent the beginning and next evolution of Team WorX. The closing section reflects the desires and hard work of the partners - all which should be congratulated for their hard work and commitment to their community. Goals and a time line were established as outlined in the Team WorX meeting minutes in Appendix VIII.



APPENDIX I

SURVEY:



Dear Citizens:

In an effort to fully appreciate the community's perspective on the importance of recreation in Teller County, a partnership has developed which includes the cities of Cripple Creek, Victor and Woodland Park, Cripple Creek-Victor School District Re-1 and Woodland Park School District Re-2, Rampart Regional Library District, Teller County and other public and private partners. This committed alliance, known collectively as "TEAM WorX," has embarked on a study to assess the effectiveness of recreation programs and facilities throughout the region. Study results will be used by project partners to guide and coordinate public and private development of recreation programs and facilities within the community over the next 5 to 10 years.

We need to be very sure that the needs and wants of all of Teller County are addressed over time. In order to help us understand what these needs and wants are, we have developed the enclosed community attitudes and opinions survey. It is being mailed to 1200 randomly selected households and businesses throughout the County. Your response is very important!

Your survey is enclosed. Please fill it out and return it, to the address below, by February 1, 2003. Remember, your opinion is important when considering the future of recreation in the Teller County region. If you should have any questions or need assistance in completing the survey, please call a TEAM WorX representative at 687-5242. Thank you for your consideration.

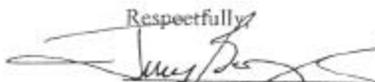
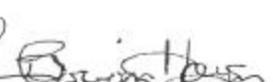
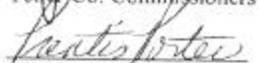
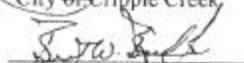
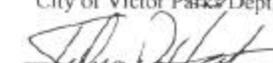
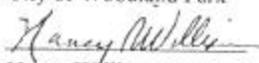
Additionally, to enhance community awareness of recreation in Teller County, TEAM WorX partners will be hosting two open houses in January:

- Saturday, January 18th, from 10 a.m. until noon @ the Aspen Mine Center in Cripple Creek
- Thursday, January 23rd, from 6 to 8 p.m. @ the Ute Pass Cultural Center in Woodland Park

This survey will only take 10-15 minutes to complete. Thank you, again, for your assistance. Please return completed surveys to:

TEAM WorX, c/o Woodland Park Recreation, P.O. Box 9007, Woodland Park, CO 80866

Respectfully,

 Jerry Bergeman, Chairman Teller Co. Commissioners	 Terry Wahret, Mayor City of Cripple Creek	 Brian Hayes, Supervisor City of Victor Parks Dept.
 Prentis Porter, Mayor City of Woodland Park	 Shorty Bielz, President CC-V School Dist. Re-1	 Steve Hart, President WP School Dist. Re-2
 Nancy Williamson, President Rampart Regional Library Dist.		

Please tell Team TEAM WorX about yourself and your household.

- D1. What is your gender? Circle your answer. Male Female
- D2. What is your Zip Code? Write in your zip code. _____
- D3. How long have you lived in Teller County? Write in the number of years. _____
- D4. If you live in a subdivision, what is its name? For Example – Paradise Estates _____
- D5. How many people live in your household? Write in the number. _____
- D6. What are the ages and years of education of each person in the household? Please enter yourself first.

Person	Age	Education in years
D6.1 1 st person (yourself)	_____	_____
D6.2 2 nd person	_____	_____
D6.3 3 rd person	_____	_____
D6.4 4 th person	_____	_____
D6.5 5 th person	_____	_____
D6.6 6 th person	_____	_____
D6.7 7 th person	_____	_____
D6.8 8 th person	_____	_____
D6.9 9 th person	_____	_____
D6.10 10 th person	_____	_____

- D7. Do you, or a member of your household, have a physical challenge? Circle "Yes" or "No" for each challenge.

Physical Challenge	Yes	No
D7.1 Hearing	<input type="checkbox"/>	<input type="checkbox"/>
D7.2 Seeing	<input type="checkbox"/>	<input type="checkbox"/>
D7.3 Walking (needs a cane, walker or wheelchair)	<input type="checkbox"/>	<input type="checkbox"/>
D7.4 Paraplegic	<input type="checkbox"/>	<input type="checkbox"/>
D7.5 Quadriplegic	<input type="checkbox"/>	<input type="checkbox"/>
D7.6 Other (please write in) _____		

- D8. What is your total annual household income? Please include all sources such as wages, interest, dividends, rents, income of children . . . Please circle a value of "1" to "10" corresponding to the total annual household income.

Less than \$14,999	\$15,000 to \$24,999	\$25,000 to \$34,999	\$35,000 to \$44,999	\$45,000 to \$59,999	\$60,000 to \$74,999	\$75,000 to \$99,999	\$100,000 to \$124,999	\$125,000 to \$199,999	\$200,000 or more
1	2	3	4	5	6	7	8	9	10

- D9. Where do you currently get information about recreation activities in Teller County? Circle all that apply.

D9.1 Brochures	D9.7 Divide	D9.13 Phone book
D9.2 Chamber of Commerce	D9.8 Florissant	D9.14 Radio
D9.3 City of Cripple Creek	D9.9 Flyers	D9.15 Teller County Parks & Recreation
D9.4 City of Victor	D9.10 Friend/Neighbor	D9.16 TV/Cable
D9.5 City of Woodland Park	D9.11 Library	D9.17 Woodland Park School District
D9.6 Cripple Creek-Victor School District	D9.12 Newspaper	D9.18 Other

Teller TEAM WorX – a countywide recreation assessment.
 "TEAM WorX" partners are Teller County, the Rampart Regional Library District, the cities of Woodland Park, Victor, Cripple Creek, Cripple Creek-Victor and Woodland Park School Districts.



Please tell TEAM WorX how you feel about quality of life issues. The issues are listed in alphabetical order. No suggested order of importance is intended.

Q1. How important are these quality of life issues to you and your family? Circle your choice for each issue.

Q1.1	Education/schools	Low	Average	High	No opinion
Q1.2	Environment (air, water, peace and quiet)	Low	Average	High	No opinion
Q1.3	Housing	Low	Average	High	No opinion
Q1.4	Income and employment opportunities	Low	Average	High	No opinion
Q1.5	Infrastructure (roads, utilities, parks)	Low	Average	High	No opinion
Q1.6	Personal health and fitness	Low	Average	High	No opinion
Q1.7	Public Safety	Low	Average	High	No opinion
Q1.8	Public transportation	Low	Average	High	No opinion
Q1.9	Recreation	Low	Average	High	No opinion

Please tell TEAM WorX your opinion of recreation opportunities in within Teller County. How often does your family use existing recreation facilities? Where do you go for recreation? How far do you travel for recreation?

R1. How would you describe recreation opportunities in Teller County? Circle your choice to the right.

	Not Enough	About right	More than enough	Don't know
--	------------	-------------	------------------	------------

R2. Please estimate the average number of hours all members of your household spend on recreation in a month. Be sure to average typical monthly recreation hours for all seasons of the year.

Enter average monthly recreation hours below.

R3. Please estimate the average amount of money all members of your household spend on recreation in a month. Be sure to average typical monthly spendings for all seasons of the year.

Enter average monthly recreation spending below.

R4. Where do you and/or members of your household participate in recreation activities? Circle "Yes" or "No" for each item. If you are not sure if anyone in your household participates in a recreation activity at a location listed below, circle "Don't know."

R4.1	At or near place of work	Yes	No	Don't know
R4.2	At own home	Yes	No	Don't know
R4.3	City of Cripple Creek	Yes	No	Don't know
R4.4	City of Victor	Yes	No	Don't know
R4.5	City of Woodland Park	Yes	No	Don't know
R4.6	Cripple Creek-Victor School District (RE-1)	Yes	No	Don't know
R4.7	Divide	Yes	No	Don't know
R4.8	Florissant	Yes	No	Don't know
R4.9	Outside of Teller County	Yes	No	Don't know
R4.10	Private facility	Yes	No	Don't know
R4.11	Public lands in Teller County	Yes	No	Don't know
R4.12	Woodland Park School District (RE-2)	Yes	No	Don't know

Teller TEAM WorX – a countywide recreation assessment.
 "TEAM WorX" partners are Teller County, the Rampart Regional Library District, the cities of Woodland Park, Victor, Cripple Creek, Cripple Creek-Victor and Woodland Park School Districts.



Please tell TEAM WorX your opinion of how well recreation facilities in Teller County meet the needs of your household. How often do you use the facilities? What new facilities are needed? How should the facilities be funded.

R5. Are recreation opportunities adequate at each of the following locations for members of your household? Circle "Yes" or "No." If you are not sure, circle "Don't know."

R5.1	City of Cripple Creek	Yes	No	Don't know
R5.2	City of Victor	Yes	No	Don't know
R5.3	City of Woodland Park	Yes	No	Don't know
R5.4	Cripple Creek-Victor School District (RE-1)	Yes	No	Don't know
R5.5	Divide	Yes	No	Don't Know
R5.6	Florissant	Yes	No	Don't Know
R5.7	Woodland Park School District (RE-2)	Yes	No	Don't Know

R6. How well do recreation activities satisfy the needs of each of the following age groups. Circle your answer.

R6.1	Age 0 to 5	Low	Average	High	Don't know
R6.2	Age 6 to 12	Low	Average	High	Don't know
R6.3	Age 13 to 19	Low	Average	High	Don't know
R6.4	Age 20 to 30	Low	Average	High	Don't know
R6.5	Age 31 to 45	Low	Average	High	Don't know
R6.6	Age 46 to 60	Low	Average	High	Don't know
R6.7	Age 61 and over	Low	Average	High	Don't know

R7. How important is it to have recreation opportunities close to shopping or business activities? Circle your answer. Low Average High Don't know

R8. Please list up to three recreation activities you would like to see in Teller County which are currently unavailable. Please circle if the activities should be Indoors or Outdoors or Both.

	Needed activity	Activity should be		
		Indoors	Outdoors	Both
R8.1	_____			
R8.2	_____			
R8.3	_____			

R9. Please list your favorite three recreation activities in Teller County.

- R9.1 _____
- R9.2 _____
- R9.3 _____

R10. If additional recreation opportunities were provided in Teller County, how should they be funded? Circle all that apply.

Additional recreation opportunities should be funded with
 Grants Private Sector Public/Private Partnership Taxes User Fees

Please return by February 1 in the postage paid envelope provided. If the envelope was misplaced, please mail this form to:

**Team WorX
 C/O Woodland Park Recreation
 P.O. Box 9007
 Woodland Park, CO 80866**

Teller TEAM WorX – a countywide recreation assessment.
 TEAM WorX partners are Teller County, the Rampart Regional Library District, the cities of Woodland Park, Victor, Cripple Creek, Cripple Creek-Victor and Woodland Park School Districts.



APPENDIX II



SUMMARY SURVEY:

Introduction

The purpose of the survey was to assess Teller County residents and to determine their thoughts about the adequacy of recreation facilities in Teller County. This was done by first determining the appropriate sample size. Second, the survey instrument was developed, field tested and mailed out to a stratified random sample with a 100 percent over-sample for three small communities (Cripple Creek, Green Mountain Falls and Victor).

Sample Size

The determination of the appropriate sample size was based on standard statistical procedures. The terms in the process are defined as:

$$S = \sqrt{\frac{pq}{n}} \quad \text{eq. 1}$$

where:

S = standard error of a percentage
p = probability of an observation being in the sample
q = probability of an observation not being in the sample
n = size of the sample

Solving for n, we get the appropriate sample size (n) defined as:

$$n = \frac{pq}{S^2} \quad \text{eq. 2}$$

For samples based on small groups to be sampled, a finite correction factor is applied. The standard error is estimated to be:

$$S = \sqrt{\left(\frac{pq}{n}\right)\left(\frac{M-n}{M-1}\right)} \quad \text{eq. 3}$$

where:

M = the size of the group to be sampled.



The finite correction is normally applied to samples drawn from groups with less than 50,000. The total occupied households in Teller County, as defined by Census 2000 is 7,993. The finite correction procedure was appropriate for sample size determination. The appropriate sample size (n) for a finite correction is:

$$n = \frac{M}{\left(\frac{S^2(M-1)}{pq}\right) + 1} \quad \text{eq. 4}$$

Allowing for a 90% confidence interval that the error around the true proportion does not exceed 4.5%, the minimum sample size should be 321 households.

Sample selection

A listing of all properties in Teller County was obtained from the Teller County Assessor's Office. Commercial properties and vacant land sites were eliminated from the listing. Residential property owners with out of County mailing addresses were also eliminated from the sample. Finally, an over-sampling procedure was utilized to increase the expected number of responses from small sub-areas of the County. Specifically, Cripple Creek, Green Mountain Falls and Victor received a 100% over-sample. This means an area with one percent of the households in Teller County. The over-sample was proportionally drawn from the remaining areas in Teller County. It was determined that a total sample of 1,200 households should be adequate to obtain 321 returned surveys. This was based on a previous experience when Woodland Park surveys its citizens and that of its immediate surrounding service area in 1999. Approximately 66 percent of the surveys were returned. A response rate of approximately 25 percent was expected from the TEAM WorX survey.

The survey was mailed to the following areas:

Table 1: Mail-out and Return of Surveys by Zip Code

	Zip code	Mailed	Returned
Cripple Creek	80813	135 (11.25%)	20 (8.59%)
Divide	80814	224 (18.67%)	41 (17.60%)
Florissant	80816	207 (17.25%)	27 (11.59%)
Green Mountain Falls	80819	8 (0.07%)	0 (0.00%)
Victor	80860	51 (4.25%)	8 (3.33%)
Woodland Park	80863 80866	575 (47.92%)	137 (58.80%)
Total		1,200 (100.00%)	233 (100.00%)

Seven returned surveys did not indicate a zip code.

Statistical Confidence

A total of 240 of the 1,200 mailed household surveys were returned. This represented a 20% response rate. The average household size among the respondents was found to be 2.67. The responses represented a total of 641 people, approximately 3.2% of Teller County's population. Data entries were tested for accuracy and corrected when necessary. It is believed the data were accurately entered into the database. The sample size is large enough to be able to state the results are reliable. Specifically, it can be said TEAM WorX can be 90% confident the response rates are accurate within ± 5.2 %.

Demographics

Respondent general demographic characteristics are summarized below. They are well educated with 16 years of education. Household size is 2.67 persons. Approximately 66 percent have lived in Teller County for less than 10 years. The median household income is \$70,410. Physical challenges were reported in 15.4 percent of respondent households. Summary demographic data are presented below.

Table 2: Response by Gender

Gender	Responses	Percent of Responses
Male	96	40.9
Female	139	59.1

Table 3: Response by Zip Code

Zip Code	Responses	Percent of Responses
80813	20	8.6
80814	41	26.2
80816	27	11.6
80860	8	3.4
80863	123	52.8
80866	14	6.0

Table 4: Respondent Years of Residence in Teller County

Years lived in Teller County	Responses	Percent of Responses	Average = 11.56
1-10	152	65.5	
11 or more	80	34.5	

Table 5: Age of Respondent

Age of respondent	Responses	Percent of Responses	Average = 50.04
Less than 20	1	0.4	
20-29	4	1.7	
30-39	44	19.1	
40-49	73	31.7	
50-59	58	25.2	
60 or more	50	21.7	

Table 6: Household Size

Household size	Responses	Percent of Responses	Average = 2.67
1	25	10.6	
2	112	47.5	
3	43	18.2	
4	38	16.1	
5	11	4.7	
6	6	2.5	
7	0	0.0	
8	1	0.4	

Table 7: Respondent Years of Education

Years of education	Responses	Percent of Responses	Average = 15.93
12 or less	35	15.0	
13-16	121	51.7	
17 or more	78	33.3	

Table 8: Presence of Physical Challenge in Household

Physical challenge	Responses	Percent of Responses	Average = 15.4%
Yes	37	15.4	
No	203	84.6	

Table 9: Household Income

Household Income	Responses	Percent of Responses	Median = \$70,410
Less than \$15,000	6	2.7	
\$15,000-\$24,999	13	5.9	
\$25,000-\$34,999	19	8.7	
\$35,000-\$44,999	27	12.3	
\$45,000-\$59,999	30	13.7	
\$60,000-\$74,999	36	16.4	
\$75,000-\$99,999	36	16.4	
\$100,000-\$124,999	32	14.6	
\$125,000-\$199,999	16	7.3	
\$200,000 or more	4	1.8	

Preferences for Sources on Recreation Information

Information about recreation opportunities is obtained by several key sources. The most important information sources among households in the survey were found to be newspapers and brochures. *The information below should prove helpful in future market research studies about how to best communicate recreation opportunities to the citizens of Teller County. A benefit cost study should be done in conjunction with large financial commitments.*

Table 10: Sources for Recreation Information

Source of recreation information	Responded	Percent of
	Yes	Responses
Newspapers	132	55.0
Brochures	120	50.2
Woodland Park	96	40.0
Teller Parks & Recreation	89	37.1
Flyers	85	35.4
Friends/neighbors	66	27.5
Woodland Park Schools	51	21.3
TV/Cable TV	40	16.7
Cripple Creek	35	14.6
Chamber of Commerce	33	13.8
Phone book	23	9.6
Library	19	7.9
Other sources	19	7.9
Radio	17	7.1
Divide	12	5.0
Cripple Creek Schools	10	4.2
Florissant	8	3.3
Victor	5	2.1

Quality of Life Concerns

The environment, education, public safety and personal health and fitness were found to be the most important quality of life issues among responding households. Public transportation has a low importance. The low importance of public transportation suggests good roads are important to access recreation facilities.

Table 11: Topic Importance for Quality of Life

	Low (%)	Average (%)	High (%)
Environment	0.4	17.4	80.9
Education	8.1	22.1	62.6
Public safety	3.8	34.6	59.9
Personal health and fitness	3.0	37.1	57.8
Recreation	7.6	39.0	51.7
Infrastructure	9.7	37.3	51.3
Housing 6.8	43.2	47.0	
Income and employment opportunities	14.3	38.0	43.5
Public transportation	46.0	37.9	12.3

Recreation Resources Sufficiency, Monthly Activities, Expenditures and Recreation Location Preferences.

Almost half (49.4%) of the respondents indicated they are not satisfied with the number of recreation opportunities in Teller County. One-third feel existing resources are adequate while 3.9% believe facilities are more than enough. These observations are consistent with average monthly household recreation hours (33.08) and monthly household recreation budget (\$97.73).

Table 12: Adequacy of Recreation Opportunities in Teller County

	Responses	Percent of Responses
Not enough	115	49.4
About right	81	34.8
More than enough	9	3.9
Don't know	28	12.0

Table 13: Household Monthly Recreation Hours

Monthly household recreation hours	Average = 33.08
------------------------------------	-----------------

Table 14: Household Monthly Recreation Budget

Monthly household recreation budget	Average = \$97.73
-------------------------------------	-------------------

Table 15: Current Recreation Activity Locations

	Responded (Yes)	Percent of Responses
1. Home	209	87.1
2. Outside Teller County	191	84.5
3. Public lands in Teller County	189	82.5
4. Woodland Park	148	66.1
5. Private facility	96	44.2
6. Work	86	40.6
7. Cripple Creek	62	28.6
8. Divide	61	28.5
9. Woodland Park Schools	52	24.2
10. Florissant	46	21.8
11. Victor	19	9.0
12. Cripple Creek-Victor Schools	13	6.2

Table 16: Are Existing Recreation Facilities Adequate in Selected Locations

	Responded (No)	Percent of Responses
1. Woodland Park	102	45.7
2. Woodland Park Schools	65	29.0
3. Divide	57	25.7
4. Florissant	39	17.6
5. Cripple Creek	35	15.8
6. Victor	33	14.8
7. Cripple Creek-Victor Schools	24	10.9

Increasing Resident Convenience and Recreation

Over 71 percent of the respondents believe it is at least of average importance to have recreation facilities close to shopping facilities. Recreation might serve as an economic development instrument. *A viable working mix between recreation and shopping needs to be determined. This would identify time spent on shopping, recreation and if shopping is done by one member of the household (perhaps an adult) while another member of the household (perhaps a child) uses a recreation facility.*

**Table 17:
How Important Is It to Have Recreation Facilities Near Shopping Facilities?**

	Responses	Percent of Responses
Low	56	23.8
Average	100	42.6
High	67	28.5
Don't know	12	5.1



Identified Needs

There appears to be strong support for a pool, especially if it is anchored with a multipurpose building capable of supporting other activities such as track, exercise and aerobics. Tourists might be a good source of increased day fees to help pay for the facility's operation. *Before the facility is undertaken, a complete feasibility study needs to be completed.*

The third category of strong support was for trails open space. The respondents want to be able to use the trails during the summer and winter. Activities included in the grouping of trails and open spaces include hiking, cross country skiing, walking and snow shoeing among others. The facilities should be multipurpose.

The respondents were clear they did not believe additional fields for baseball, football, soccer are needed at this time

Preferences for a pool and multipurpose center had the greatest support among families with children and among families with higher incomes.

Table 18: Most Often Cited Recreation Needs

	Responses	Percent of Responses
Pool	116	48.3
Multipurpose center	44	18.3
Trails, hiking, open space	47	19.5

Willingness to Pay

Respondents clearly indicated they did not support taxes to pay for additional recreation facilities. The clear preference was for user fees. Strong support also exists for public/private partnerships and grants. Private sector investments are also a favored method of financing.

It may be the respondents preferred to do feasibility studies with grants but want user fees to pay for admission to facilities that are likely to be some form of public/private partnership.

Willingness to pay user fees was high among all respondent groups. Operating and capital costs should be determined through careful analysis to separate both capital and operating costs. *The mix of revenue sources should than be examined to provide sufficient funds to pay for the costs. With the greatest likelihood the funds will be adequate and stable in amounts to provide regular and reliable service. This should be viewed as a portfolio.*

Table 19: Preferences for Funding Recreation

	Responses Indicating Yes	Percent of Responses
User fees	157	70.4
Public/private partnership	139	62.3
Grants	134	60.4
Private sector	120	54.1
Taxes	53	23.8

APPENDIX III

PLANNING ZONES:

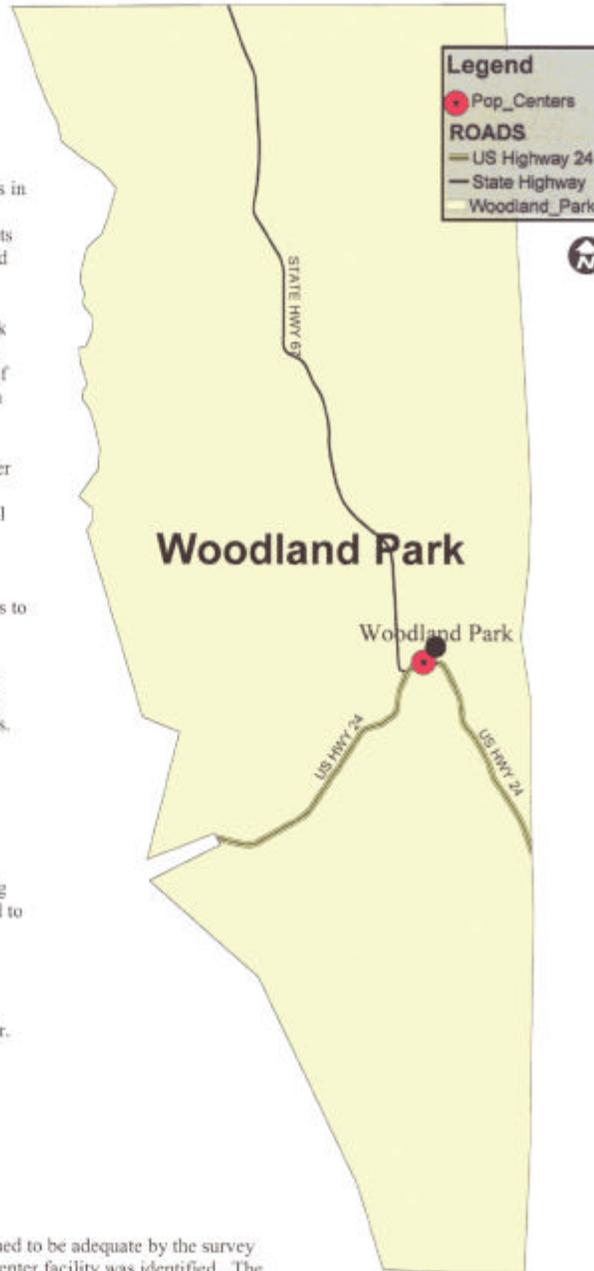
Woodland Park:

- The analysis determined the respondents in the Woodland Park area want a pool disproportionately more than respondents in the Cripple Creek and Unincorporated areas.
- Only the residents of the Woodland Park area appear to favor a recreation center. While this was observed, it is not clear if the population that supports a recreation center is large enough to support it.
- Cripple Creek and Unincorporated Teller County did have a slightly higher proportional tendency to want additional trails than did the residents of the Woodland Park area.
- Woodland Park areas were the only ones to indicate a shooting range is desired.
- Income was also controlled by zip code area. It was found that Woodland Park area had noticeably higher income levels.
- Findings showed that residents of the Woodland Park area are more likely to support a pool facility.
- Responses to funding preferences among all respondents to the survey were found to be:
 - Grants – 60.4% favor.
 - Private sector – 54.1% favor.
 - Public/private partnership – 62.3% favor.
 - Taxes – 23.8% favor.
 - User fees – 70.4% favor.

Residents of the Woodland Park area preferred funding with taxes and with user fees.

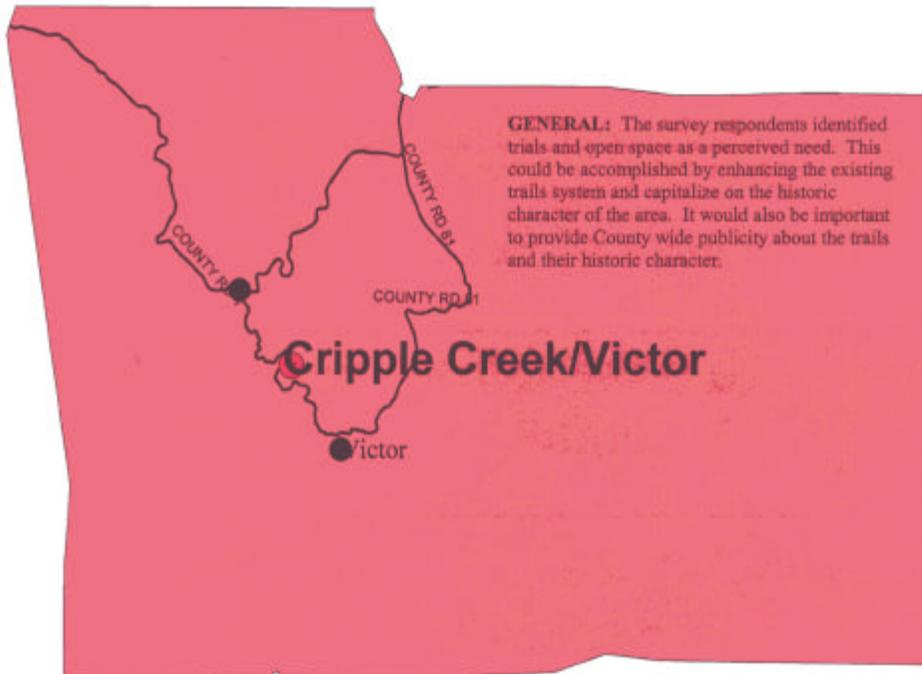
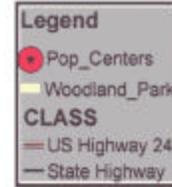
GENERAL:

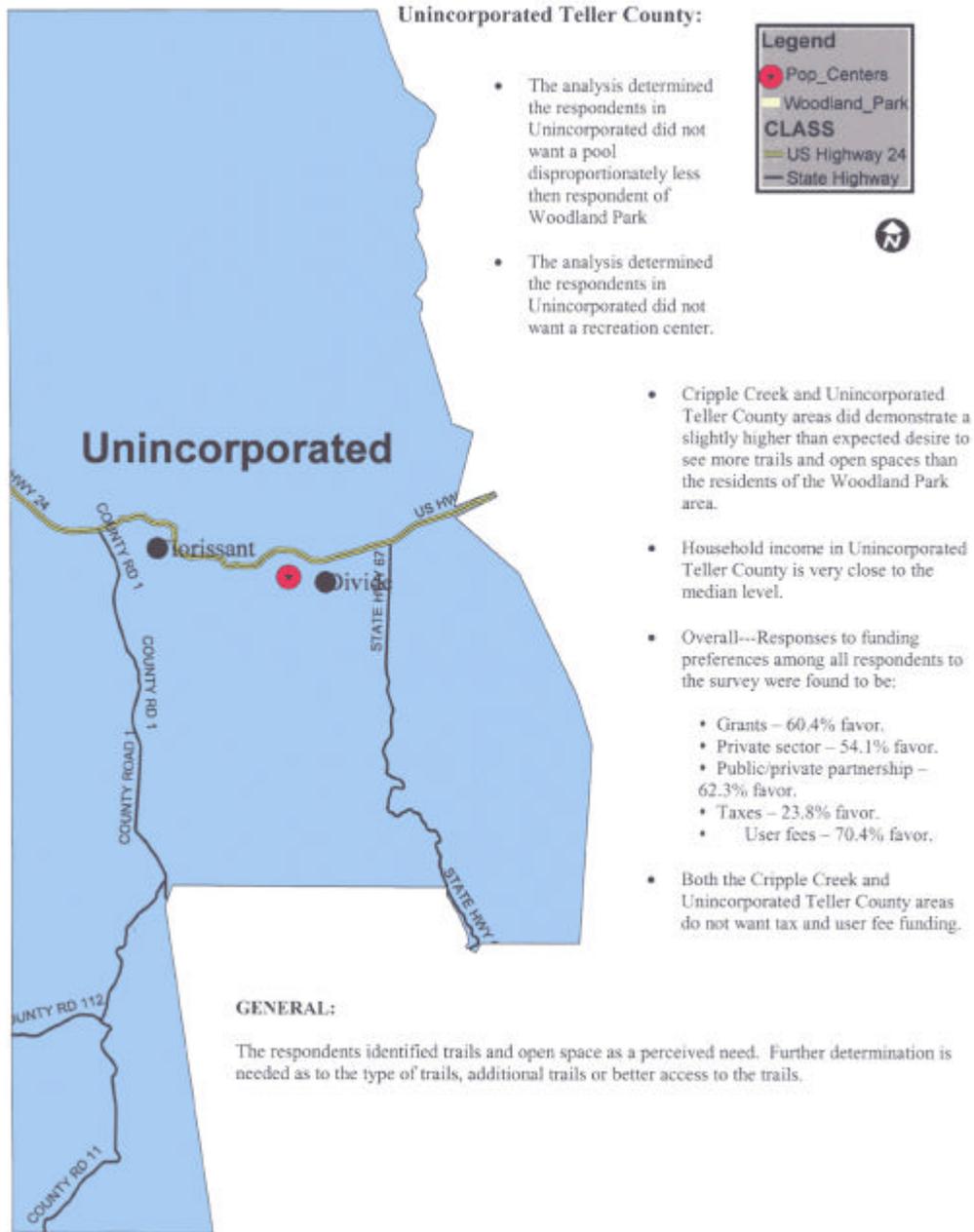
The traditional recreation facilities were determined to be adequate by the survey respondents but the more urban pool/recreation center facility was identified. The primary issue is that based upon national standards the population of Teller County could not financially support a pool/recreation center.



Cripple Creek:

- The analysis determined the respondents in the Cripple Creek do not want a pool.
- Trails and open space was the second highest listed desired additional recreation opportunity. Statistically the residents of the Cripple Creek and Unincorporated Teller County did have a slightly higher proportional tendency to want additional trails.
- Specifically listed additional recreation opportunities included soccer, cross and country skiing.
- The data also suggest residents outside the area did not know what recreation facilities exist in Teller County beyond their immediate surroundings.
- It was found that the Cripple Creek respondents had noticeably lower income levels
- Responses to funding preferences among all respondents to the survey were found to be:
 - Grants – 60.4% favor.
 - Private sector – 54.1% favor.
 - Public/private partnership – 62.3% favor.
 - Taxes – 23.8% favor.
 - User fees – 70.4% favor.
- Both the Cripple Creek and Unincorporated Teller County areas do not want tax and user fee funding. All households, regardless of income, consistently supported funding of recreation opportunities with grants.





GCT-PH1. Population, Housing Unites, Area, and Density: 2000

Planning Zone	Zip Code	Total Area			Density	
		Population	Housing Units	in sq miles	Population	House units
<i>Cripple Creek/Victor</i>	80813	1938	1342	119.23	16.4	11.3
	80860	587	505	86.24	6.8	5.9
Totals		2525	1847	205.47	12.3	9
<i>Unincorporated</i>	80814	3416	1693	109.19	31.3	15.5
	80816	3555	2172	133.21	26.7	16.3
10% of Total	80820	70.3	63.9	31.7	2.2	2
10% of Total	80827	50.7	75.7	26.519	1.9	2.9
Totals		7092	4004.6	300.619	23.6	13.3
<i>Woodland Park</i>	80863	11256	4779	108.79	104.1	44.2
	80866	111	160	16.34	6.8	9.8
Totals		11367	4939	125.13	90.8	39.5
Combined Totals		20984	10790.6	631.219	33.24	17.1

APPENDIX IV

CONTINGENCY TABLE:

Team WorX Recreation Assessment Study January-February 2003 - Gap Analysis

Table 1: Chi Square Analysis Summary					
Test for Significant Difference between Actual Response and Observed Responses to Selected Survey Questions					
Significance of Control Measure (page number in Appendix)					
		Zip Code	Gender	Income	Household Size
1	Pool	Yes (1)	Yes (17)	No (25)	Yes (38)
2	Recreation Center	Yes (1)	No (17)	No (26)	Maybe (38)
3	Shooting Range	No (2)	No (18)	Maybe (27)	No (39)
4	Ice Skating	No (2)	No (18)	No (28)	Maybe (39)
5	Cross Country Skiing	No (3)	No (19)	No (29)	No (40)
6	Soccer	No (3)	No (19)	No (30)	No (40)
7	Hiking, Trails . . .	Maybe (4)	No (20)	No (31)	No (41)
8	Teller Recreation Opportunities	No (5)	Maybe (21)	Maybe (32)	Maybe (42)
9	Uses facilities in Cripple Creek	Maybe (6)			
10	Uses facilities in City of Victor	Maybe (6)			
11	Uses facilities in City of Woodland Park	Maybe (7)			
12	Uses facilities in Cripple Creek-Victor School District	Maybe (7)			
13	Uses facilities in Divide	Maybe (8)			
14	Uses facilities in Florissant	Maybe (8)			
15	Uses facilities outside Teller County	Maybe (9)			
16	Uses facilities at a private facility	No (9)			
17	Uses facilities on public lands in Teller County	No (10)			
18	Uses facilities in Woodland Park School District	Maybe (10)			
19	City of Cripple Creek has adequate facilities	Maybe (11)			
20	City of Victor has adequate facilities	Maybe (11)			
21	City of Woodland Park has adequate facilities	Yes (12)			
22	Cripple Creek-Victor School District has adequate facilities	Maybe (12)			
23	Divide has adequate facilities	Maybe (13)			
24	Florissant has adequate facilities	Maybe (13)			
25	Woodland Park School District has adequate facilities	Maybe (14)			
26	Fund with grants	No (14)	Yes (22)	Yes (33)	Yes (43)
27	Fund with private sector	No (15)	No (22)	Yes (34)	No (43)
28	Fund with public/private partnership	No (15)	No (23)	Yes (35)	Yes (44)
29	Fund with taxes	Yes (16)	No (23)	Yes (36)	Maybe (44)
30	Fund with user fees	No (16)	Yes (24)	Yes (37)	No (45)

APPENDIX V

LIST OF CONTACTS:

Executive Director
Woodland Park Chamber of
Commerce
P.O. Box 9022
Woodland Park, Co.

Allen, Tish
Victor

Bielz, Mary
Build a Generation and Community
of Caring

Conely, David
Chairman
Teller Historic and Environmental
(T.H.E.) Coalition
633-3334

Beaty, Melissa
Booster Club and FCA

Beck, Carol
Executive Director
Woodland Park Chamber of
Commerce
687-9885
P.O. Box 9022
Woodland 80866

Becker, Clark
Teller County Commissioner

Born, Al
Past President of BAG

Briggs-Hale, Chriss
Principal Cresson Elementary

Browning, Bill
Big Brothers and Big Sisters

Burns, Bob
Board Member
VICCI Board
Community Center
689-0058

De More, Cindy
4-H
689-2552 ex. 203

Dicamillo, Sandra
Cripple Creek City Council

Drake, Ray
Cripple Creek

Earley, Karen
Director
Gold Camp Development
Corporation
CC Casino Association and
Economic Development
686-9107

Mannon, Jane
Cripple Creek-Victor Gold Mining
Company

Mason, James
Victor Chief of Police
689-9313

Moody, Bob
Chair of PAL

Napolean, Marna
Skate Board Park, Teen Center

Noble, Lisa
Gold Belt Communities Build A
Generation
Community of Caring
689-3584

Peck, Dennis
1st Baptist Church of Cripple Creek
and newly appointed Council
member

Petersen, Kip
City of Cripple Creek Administrator

Reed, Jeff
YMCA

Rodec, Jean
Fossil Beds

Rolley, Rob
Pikes Peak YMCA
329-7231

Rook, Joan
Principal CC-V Secondary School

Roskam, Joe
Athletic Director CC-V Schools

Scott, Shawn
City of Cripple Creek Parks and
Recreation

Shane, Doug
City of Cripple Creek Marketing
Dept.

Thuren, Julie
Executive Director BAG (Build A
Generation)
687-5218

Turner, Jody
Victor City Council

Zirkle, Ruth
City of Victor Chamber of
Commerce and
Southern Teller County Resource
Group
Focus Group (Trails)
689-2675

Businesses or Groups

24-Hour Gym
800 Research Dr
Woodland Park
686-8800
Fitness

Absolute Workout
Cord Prettyman
1231 Charwest
Woodland Park
687-7437
Fitness

Angle Tech
318 N HWY 67
Woodland Park
687-7475
Bicycle Rentals

Brush Strokes
400 W Midland
Woodland Park
687-2515
Ceramics

Curves for Women
800 Research Drive
Woodland Park
687-0927
Fitness

Days ATA Black Belt Academy
Tom Day
601 Gold Hill Square
Woodland Park
686-0764
Martial Arts

Golden Bell Camp
Doug Pearson
380 County Rd 52
Divide
687-9561
Swimming

Jazzercise
Barb Johnson

Woodland Park
687-3467
Fitness

Kenpo Karate
735 Gold Hill Square
Woodland Park
687-0652
Karate

Local Boy and Girl Scouts

McNamara Ranch
Sheila McNamara
4620 County Rd 100
Florissant
748-3466
Horse Back Riding

Mule Creek Outfitters
Lake George
748-3398
Horseback Riding

Pikes Peak Community Center

Powell Chiropractic
490 Rampart Range Road
Woodland Park
687-6096
Fitness

Recreation Station
8785 W Hwy 24
Cascade
686-0088
ATV Rentals

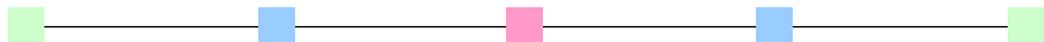
Shining Mountain Golf Club
Scott Kremer
100 Luck Lady Dr
Woodland Park
687-7587
Golf

Starr Mnt Performing Arts
108 N Park
Woodland Park
686-8610
Dance/Yoga

Team Telecycle
615 S Baldwin
Woodland Park
687-6165
Trail Maps/Bicycles

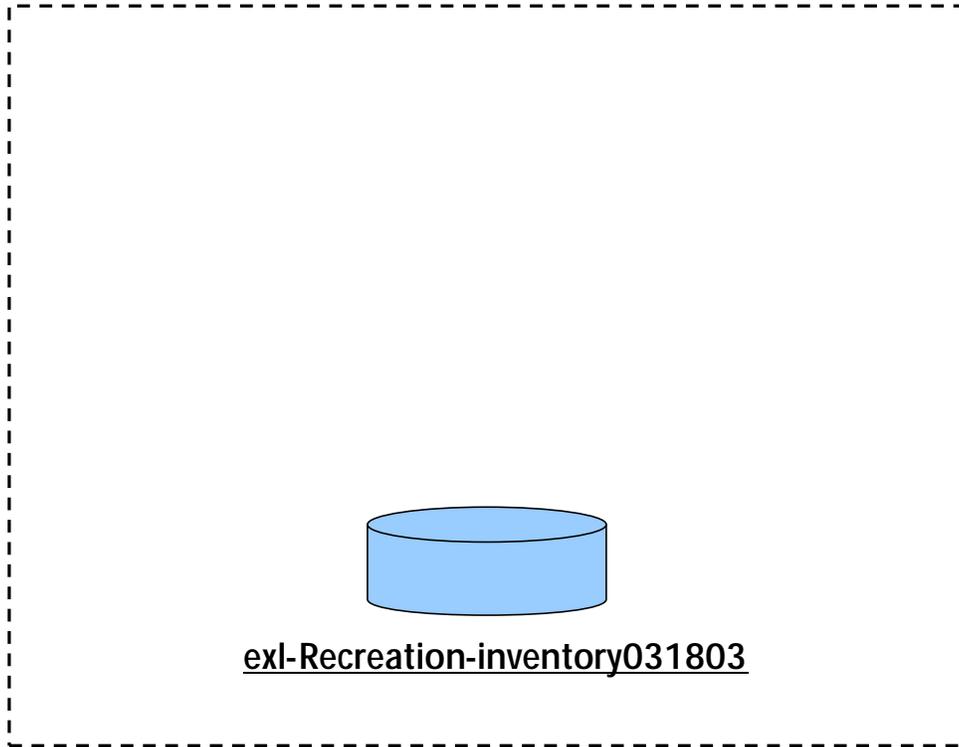
Triple B Ranch
27640 N Hwy 67
Woodland Park
687-8899
Horseback Riding

Woodlanes Bowl
300 S Laurel
Woodland Park
687-6689
Bowling



APPENDIX VI

INVENTORY DATABASE:



APPENDIX VII

LIST OF DOCUMENTS:

Teller County Transportation Plan
June 2001, Tran System Corporation

Teller County Transportation Plan Executive Summary
June 2001, Tran System Corporation

Teller Count Parks, Trails and Open Space Master Plan,
November 1997, Land Patterns Nancy E. Lewis, and Acurix Design Group

Teller County Profile 2002 Demographic and Economic Overview
Pikes Peak Area Council of Governments

Teller County Statistical Profile 2001
April 2001, Pikes Peak Council of Governments

Teller County Recreation Needs Survey Summary
July 1992, Teller County Economic & Cultural Association, Woodland Park, CO

Teller County Parks Advisory Board 4 Mile Survey
February 1991, Four Mile Parks Advisory Committee

Teller County Master Plan Survey Results

Teller County Assessor's Data Base

Teller County Growth Attitude Project
1996 Center for Community Development & Design, University of Colorado Springs

Teller County Parks and Recreation Advisory Board Organizational Planning Guide
1994 Center for Community Development & Design,
University of Colorado Springs and Community First Partners

Dedication Requirements, Protecting Colorado's Open Space
February 2002, ERO Resources, Parker, Arapahoe County, Teller County & Windsor

The City of Cripple Creek Market and Economic Development Research Findings
& Recommendations
August 1998, Strategic Marketing Solutions, Colorado Springs, and The City of
Cripple Creek Marketing Dept.

Cripple Creek Community Center Needs Assessment Study
December 1996, Ballad King & Associates and Bucher, Willis & Ratliff Corp.

City of Cripple Creek Park & Recreation Dept. Master Plan
January 1995, Connie Dodrill

The City of Cripple Creek Master Plan
March 2002

The City of Cripple Creek Trails Master Plan
November 1998, Shapins Associates

The City of Woodland Park, Park, Trails and Open Space Master Plan
1999, City of Woodland Park Parks and Recreation Department

City of Woodland Park Master Plan
August 1999, Master Plan Steering Committee

Community Resource Assessment
2002, North Teller County Build a Generation

Community Risk Assessment Summary
1999, North Teller County Build a Generation

Gap Analysis Report & Resource Assessment Summary
2002, North Teller County Build a Generation

The Gold Belt Tour National Scenic and Historic Byway Visual Resource Inventory
September 2002, The Colorado Center for Community Development

Colorado Springs Parks, Recreation & Trails 2000-2010 Master Plan
January 4, 2000, The City of Colorado Springs.

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APPENDIX VIII

MEETING MINUTES:

Teller County Recreational Assessment Kick off Meeting Minutes Tuesday October 29, 2002

List of attendees:

Kevin Tanski /Teller County Division of Parks.
Helen Dyer/ Teller County Division of Parks
Connie Dodrill Johnson /Cripple Creek Parks and Recreation Dept.
Cindy Keating/City of Woodland Park Parks and Recreation Dept.
Sandy King/ Rampart Library District
John Pacheco/ Woodland Park RE-2 School District
Sharon Quay/ Rampart Library District
Jody Turner/City of Victor
Jim Houk/ Thomas & Thomas
Leslie Thomas/Thomas & Thomas
Guy Arseneau / Cripple Creek / Victor RE-1 School District

1. Contract expectations for Phase I & II: Kevin Tanski

Products include:

- A. Comprehensive inventory of existing recreational facilities both public and private within the county
 - B. Recreational data to be compiled and present into a database of regional areas, as to allow the information to be extractable by each entity as need in the future.
 - C. An analysis and methodology for identifying or determining the most efficient ways of providing recreational services for the county and communities.
 - D. Provide a TEAM WorX project manual, documenting process and collected data.
2. Define Recreation: A need to define recreation was discussed. Within the scope of the project and available resources the team will seek to identify a working definition for the study. Areas of recreational interests discussed include:
 - A. Active recreation i.e. Baseball, soccer, basketball, ice hockey, skating

- B. Trails and Open Space
- C. Pools private/ public
- D. YMCA/ 1st Methodist, type camps
- E. Fishing suppliers, hunting and fishing outfitters, shooting ranges etc.
- F. Gymnastics

Golf courses

- G. Equestrian stables and trails
- H. Motorize ATV clubs and trails
- I. Community resources that provide information about activities ie library

K. Categories of Recreation proposed for purposes of prioritizing:

- Facilities
 - Indoor
 - Outdoor
 - Private
 - Public
- Programs
 - Public, Baseball, Basketball, Soccer...etc
 - Private i.e. yoga, dance, karate
- Events i.e. 4th of July, festivals
- Recreational Providers
 - Commercial
 - Non profit

Thomas & Thomas will prepare a draft definition of *Recreation*, and a list of possible facilities, programs, events and providers for further evaluation.

- 4. The question “Who will be the *Champion* amongst the partners”. A plan to identify the future caretaker of the final data and recommendations will need to be part of the project outcome. It was determined that the champion should grow out of the final recommendations and service options. It was also thought, that a possible champion could be identified through the survey process. The survey could test resident’s trust in the current political environment (Question for the Survey? Who will the public see as the Champion?). In all cases, the plans need to be adopted by the partners and County Commissioners.

- 6. Expectations: Team members were asked to give a brief description of what some of their expectations were for the outcome of the project.



- The first, was that there will be a new level of understanding and awareness about the recreational services and needs in the county (i.e. that one tool would be the incorporation of the library system into the distribution of information about potential classes, hikes clubs and resources). The project should look at how information is currently distributing, circulated, public awareness. The library will look at circulation indicators and requests to assist in the project and development of the information tool.
 - That service options provide tools for evaluating services and program decisions (post evaluations or surveys). The ultimate tools box should have tools for monitoring changing needs.
 - It was thought that the results should help identify current needs as well as assist in projecting future needs.
 - The final manual should assist in supporting fund raising and long-term budgeting.
 - Communicate the need and effective use of available resources.
 - Help identify standards for providing services and development of facilities.
7. Are there related studies that the team needs to look at for related information? The City of Victor and Library District will look at recent surveys in light of health, quality of life issues and recreation.
 8. How will information be used to communicate to residents? Woodland Park, how do we get to people who are not participating, to participate and what do people want? We need tools to communicate with users and providers.
 9. Collaboration of maintenance standards between entities would help provide equal services and maximize facilities.
 10. Current relationship between City of Woodland Park and the School district have maximized the use of available fields. Both the City and School district are impacted if there is a growth in the current programs. There is no room to explore new programs with the limited facilities.
 11. The question? How is, or will the county feel economic impacts if recreational facilities change or draw a different demographic profile. Issue do



we target demographic profile and build facilities to draw that profile. What is the future of the county?

12. What is recreation? And, are there broader benefits and possibly a way to think about some level of shared resources? Pools are an issue of both therapeutic and recreation.
13. The survey should provide an understanding of age, family size, and distance willing to travel to facilities and income.
14. Cripple Creek's goal is to retain residence and to build a stronger more stable community. All agree, that recreation helps build stability.
15. The Question: Should the survey rank quality of life issues, job, school, recreation, housing, education, health care, transportation...etc. All agreed that some level of understanding would be needed to support future planning.
18. The team will look at similar recreation surveys. Helen will look into other surveys for similar communities and contact GOCO to see if they have examples.
19. Public participation process (PAI) initialed by Kevin, Helen and Cindy help the team to begin to think about local issues list, and potential affected interests. Kevin will distribute the matrix worksheet for the team to add to and reflect on the future communication process.
20. All "homework", documents and establishment of goals due back to Thomas & Thomas in 2 weeks.

END OF REPORT

Teller County Recreational Assessment Meeting Minutes Monday November 18, 2002

List of attendees:

Kevin Tanski /Teller County Division of Parks
Helen Dyer/ Teller County Division of Parks
Connie Dodrill Johnson /Cripple Creek Parks and Recreation Dept.
Jody Turner/City of Victor
Jim Houk/ Thomas & Thomas
Leslie Thomas/Thomas & Thomas
Fred Crowley/ Crowley's Consulting



Not in attendance:

Cindy Keating/City of Woodland Park Parks and Recreation Dept.

Sandy King/ Rampart Library District

John Pacheco/ Woodland Park RE-2 School District

Sharon Quay/ Rampart library District

Guy Arseneau/ Cripple Creek / Victor RE-1 School District

1. Primary object of meeting was to discuss the potential survey questions as initially presented in the draft sample emailed to the partners.
2. Discussion items included:
 - a. Kevin and Helen will write a cover letter and introduction for the survey. In support for the project partners and key officials will be approached to provide signatures. It is important the intro explains the purpose for the survey and show support.
 - b. Questions on physical disabilities were discussed and will be included in the survey in a more simple and sensitive fashion.
 - c. A list of recreational activities and programs were examined in depth. With all the possible programs and activities listed, the issues of survey length were discussed. It was determined that questions would focus on facilities and a survey of program needs would best be complete once future facilities were identified. The initial survey would be considered the first level of information required and would be the extent of this study.
 - d. Travel distances to be surveyed were refined to include (less than 1 mile), (1 to 5 miles), (5 to 10 miles), (10 to 15 miles) and (15 and over).
 - e. Age categories will also be redefined to include preschool. The remaining age categories will follow the traditional school levels.
 - f. Demographics questions are to include: what is ages in household, are there any disabilities or special needs, what subdivision or city limits do you live in, do you recreate near home or near work, and how long have you lived in Teller County?
3. The discussion then evolved back to what is the goal of the survey? What is the most important information we are looking for from the survey?

It was determined that the most important issues were:

 - a. What currently do you do for recreation
 - b. How do you value it?
 - c. Are your recreational needs being met? If yes...how ?or if not ...why not?
 - d. To evaluate existing opportunities and determine where there are gaps, if there are gaps, and how to fill those gaps.
 - e. How far are people willing to travel to recreate?

The idea of what should be located in a facility was left for a future survey. The goal of this survey is to see if the recreational needs are being met and if not, how to do it. Let the residents of Teller Co. tell us that a recreation center and pool is needed.

4. Helen will take a map to the post office to get assistance in identifying the current zip code boundaries for the study.
5. Kevin will work with Thomas & Thomas to comply the remaining GIS and census data.
6. Thomas & Thomas will work to refine the survey questions and provide a more final version for the partners to review and approve. A final draft will be presented at the December 11 meeting.
7. The sample group will be identified at the next meeting and the team will look to send out the final survey in mid-January.
8. Next meeting time is Wednesday December 11, 10:00 to 12:00. Location to be determined.

End of Record:

**Teller County Recreational Assessment
Meeting Minutes
December 11, 2002**

List of attendees:

Kevin Tanski /Teller County Parks Dept.
Helen Dyer/ Teller County Division of Parks
Jody Turner/City of Victor
Cindy Keating/City of Woodland Park Parks and Recreation Dept.
Sandy King/ Rampart Library District
Sharon Quay/ Rampart Library District
Guy Arseneau / Cripple Creek RE-1 School District
Leslie Thomas/Thomas & Thomas
Fred Crowley/ Crowley's Consulting

Not in attendance:

John Pacheco/ Woodland Park RE-2 School District
Connie Dodrill Johnson /Cripple Creek Parks and Recreation Dept

Thank you for your participation and continuing to provide us with the information that we need so that we can produce the best possible product. I hope everyone has a safe and peaceful holiday season.

1. Primary object of the meeting was to review and provide additional comments on final draft of survey prior to giving it to our sample groups.



2. Discussion by Fred Crowley regarding the sample size and number of surveys to be circulated by zip code. (See attached document)
3. Survey was reviewed question by question. Fred will provide revisions to Thomas & Thomas by Monday December 16, 2002.
 - a. Question to be added: Where do people obtain information about recreation? Newspaper, brochure, Chamber, etc.
 - b. Remove Rampart Library from the list in question #R4 and R5, add Divide and Florissant, write out full school names, add public lands.
 - c. Return address TEAM WorX P.O. Box 9007 % Woodland Park Recreation Dept. etc.
4. Schedule:
 - a. The sample group is to take survey during the week of December 16-20th. This can be extended to include critical participants if necessary
 - b. Instructions for sample group are that Thomas & Thomas needs to know how long it takes to complete the survey, so instruct people to time themselves. Objective of sample group is for them to test readability, and are the questions clear none are confusing. Absolutely last day for comments from sample group is January 2, in the morning. Each entity to sample 4 to 5 people, get the surveys back with or without comments, so we have a record.
 - c. Fred is to make necessary minimal changes, January 3rd,
 - d. Thomas & Thomas to deliver original survey to Helen January 6th Helen to provide 2400 envelopes. Helen to make 1200 copies January 7th and then deliver to Sharon for her to fold and stuff into envelopes. The inner envelopes need to have labels and stamps on them for return postage.
 - e. Sharon to deliver stuffed envelopes bundled into zip code piles to Cindy for her to mail by January 15th.
 - f. Kevin and Helen will complete introduction letter and get original to Thomas & Thomas for inclusion in the survey by January 2nd.
 - g. Open House dates: Saturday January 18th 2003 10:00 to 12:00 at the Aspen Mine Center Cripple Creek and Thursday January 23rd 6:00 to 8:00 at Woodland Park Cultural Center, both locations need to be confirmed.
 - h. Data entry training will be held in late January for individuals who will be inputting data provided by in kind services.
5. Thomas & Thomas needs all program information from each entity that lists programs, types, ages and locations by December 20th.
6. Sharon and Sandy's e-mails revised.
7. TEAM WorX is responsible for advertising survey and explaining critical role of the public in the process.

END OF REPORT



**Teller County Recreational Assessment
Meeting Minutes
April 3, 2003
1:00 to 3:30**

List of attendees:

Kevin Tanski /Teller County Parks Dept.
Helen Dyer/ Teller County Division of Parks
Cindy Keating/City of Woodland Park Parks and Recreation Dept.
Sharon Quay/ Rampart Library District
Connie Johnson/City of Cripple Creek
Jim Houk/ Thomas & Thomas
Leslie Thomas/Thomas & Thomas
Fred Crowley/ Crowley's Consulting

Not in attendance:

Jody Turner/City of Victor
Sandy King / Rampart Library District
Guy Arsen / RE-1 School District
John Pa Checco / RE-2 School District

1. Thomas & Thomas and Fred Crowley presented a power point presentation that encompasses the project to date. The power point presentation provided a history of the project, an example of the inventory and how the GIS database and inventory of existing facilities interacts. It also provided a preliminary summary of the survey results.
2. Thomas & Thomas is to provide Kevin with a copy of the power point and survey data for him to copy and send out to TEAM WorX members.
3. The issue of the zip codes needs to be resolved as to where they are located on the map. Kevin is to follow up on this.
4. Potentially the Downtown Development Authority should view the power point presentation and be made aware of the survey for their planning purposes.
5. Issues to be addressed in the final report is how the information will be marketed, an analysis by age group and zip codes, what trend do we see as to number of years lived in Teller Co. age, income and are facilities adequate.
6. Thomas & Thomas to provide a schedule for the completion of the project, next meeting dates etc.
7. Thomas & Thomas delivered to TEAM WorX a detailed summary of the survey data. An electronic copy will follow.

END OF REPORT



Teller County Recreational Assessment Meeting Minutes Thursday June 5, 2003

List of attendees:

Kevin Tanski /Teller County Division of Parks
Helen Dyer/ Teller County Division of Parks
Connie Dodrill Johnson /Cripple Creek Parks and Recreation Dept.
Sharon Quay/ Rampart library District
Sandy King/ Rampart Library District
Cindy Keating/City of Woodland Park Parks and Recreation Dept.
Jim Houk/ Thomas & Thomas
Leslie Thomas/Thomas & Thomas
Fred Crowley/ Crowley's Consulting

Not in attendance:

John Pacheco/ Woodland Park RE-2 School District
Guy Arseneau /Cripple Creek RE-1 School District
Jody Turner/City of Cripple Creek

1. Initial discussion about the process to date, the inventory has been completed, gap analysis completed.
2. Fred Crowley presented information on Chi square test and reliability of data and various summaries of the data.

Based upon the type of responses it became clear that 3 planning zones were necessary. Cripple Creek /Victor responded uniquely.

Cripple Creek:

- The analysis determined the respondents in the Cripple Creek do not want a pool.
- Trails and open space was the second highest listed desired additional recreation opportunity. Statistically the residents of the Cripple Creek and Unincorporated Teller County did have a slightly higher proportional tendency to want additional trails.
- Specifically listed additional recreation opportunities included soccer, cross and country skiing.
- The data also suggest residents outside the area did not know what recreation facilities exist in Teller County beyond their immediate surroundings.
- It was found that the Cripple Creek respondents had noticeably lower income levels



- Responses to funding preferences among all respondents to the survey were found to be:
 - Grants – 60.4% favor.
 - Private sector – 54.1% favor.
 - Public/private partnership – 62.3% favor.
 - Taxes – 23.8% favor.
 - User fees – 70.4% favor.
- Both the Cripple Creek and Unincorporated Teller County areas do not want tax and user fee funding. All households, regardless of income, consistently supported funding of recreation opportunities with grants.

GENERAL:

- Evidence suggested larger household units were more likely to want a pool, recreation center and additional trails and open space in Teller County.
- Analysis determined the respondents in Unincorporated did not want a recreation center.
- Cripple Creek and Unincorporated Teller County areas did demonstrate a slightly higher than expected desire to see more trails and open spaces than the residents of the Woodland Park area.
- Household income in Unincorporated Teller County is very close to the median level.
- Overall---Responses to funding preferences among all respondents to the survey were found to be:
 - Grants – 60.4% favor.
 - Private sector – 54.1% favor.
 - Public/private partnership – 62.3% favor.
 - Taxes – 23.8% favor.
 - User fees – 70.4% favor.
- Both the Cripple Creek and Unincorporated Teller County areas do not want tax and user fee funding.

Woodland Park:

- The analysis determined the respondents in the Woodland Park area wants a pool disproportionately more while the respondents in the Cripple Creek and Unincorporated do not want a pool.
- Only the residents of the Woodland Park area appear to favor a recreation center. While this was observed, it is not clear if the population that supports a recreation center is large enough to support it.



- Cripple Creek and Unincorporated Teller County did have a slightly higher proportional tendency to want additional trails than did the residents of the Woodland Park area.
- Woodland Park areas were the only ones to indicate a shooting range is desired.
- Income was also controlled by zip code area. It was found that Woodland Park area had noticeably higher income levels.
- Findings showed that residents of the Woodland Park area are more likely to support a pool facility.
- Responses to funding preferences among all respondents to the survey were found to be:
 - Grants – 60.4% favor.
 - Private sector – 54.1% favor.
 - Public/private partnership – 62.3% favor.
 - Taxes – 23.8% favor.
 - User fees – 70.4% favor.
- Residents of the Woodland Park area preferred funding with taxes and with user fees.

GENERAL:

The traditional recreation facilities were determined to be adequate by the survey respondents but the more urban pool/recreation center facility was identified. The primary issue is that based upon national standards the population of Teller County could not financially support a pool/recreation center.

3. Recreation Standards:

- Standards: first the idea of National standards is going to the wayside. In 1996 the National Parks and Recreation Association and the American Academy for Park and Recreation Administration got together to update the national standards and found that the standards do not fit the communities any longer.
- But for general purposes of comparison lets look at few examples of some averages and Teller County
- Our research suggested that Teller County, like many of the communities the National Association was working with in 1996 is un-conventional for defining or assessing needs and facilities.
- To further assess the county needs, the National Association suggest and provide a model call “Level of Service
- Recreation Standards Estimates



The information is based on City data. No specific data was found to provide a county-to-county comparison. Cities have been identified when specific averages were referenced.

In the systems approach to recreation planning we need to respond to locally based needs, values and conditions in an on-going process to provide flexible parks, recreation, open space and trail facilities. The efforts should be to provide an appealing and harmonious environment that would protect the integrity and quality of the surrounding natural systems. The “Level of Service” (LOS) helps to determine existing supply (or capacity) and future recreation needs and excess. Usually this means using detailed observations and/or surveys of recreation facilities and usages. The following formulas are used in determining a specific LOS:

Recreation Facility Supply:

$$RFS = EU \times A$$

Where: EU= Expected Use (#visits per day/Unit)

Note: EU is a combination of average daily use and peak use

A = Availability (#Days/Year/Unit)

RFS = Recreation Facility Supply (#Visits Available/Year/Unit)

Recreation Facility Demand:

$$RFD = \frac{RP \times PF}{SS}$$

Where: RP = Recreation Participation (#Participants/Year/Unit)

PF = Participation Frequency

SS = Sample Size (Total number of occupants living in sampled households)

RFD = Recreation Facility Demand (# Visits Required/Person/Year/Unit)

Minimum Population Service Requirements:

$$MPSR = RFS \div RFD$$



Where: RFS = Recreation Facility Supply
 (# Visits Available/Year/Unit)
 RFD = Recreation Facility Demand (#Visits
 Required/Person/Year/Unit)
 MPSR = Minimum Population Service Requirement
 (Minimum #Persons Served/Year/Unit)

Level of Service: The determination of the LOS requires that MPSR be calculated for each activity for each park classification.

$$\text{LOS} = \frac{\text{Park Acres}}{\text{Classification}} \div \frac{\text{Total Population Served}}{1,000 \text{ People}}$$

Total Park And Recreation System Level of Service: The total Park and Recreation System Level of Service is the sum of the LOS by Park Classification for each park classification. It is the LOS for the entire Park System.

Total Level of Service = LOS Class 1+LOS Class 2+LOS Class 3+LOS Class 4

Budget and time constraints in the Teller County Recreational Assessment however, will not allow the detailed user or information required in determining the RFS or RFD. We must translate the less detailed information we have from the existing survey analysis into usable information for the LOS model. We might be able to use numbers from the R9 field (3 favorite recreation activities) of the survey for expected use numbers in the RFS formula. We may also be able to get estimates from Teller County employees.

To calculate the RFD, we might use the R2 field (estimated monthly recreation hours) and the R9 field in the following adjusted formula:

$$\text{RFD} = \frac{(\# \text{Light Users} \times 1) + (\# \text{Medium Users} \times 12) + (\# \text{Heavy Users} \times 52)}{\text{Sample Size}}$$

Where: RFD = Recreation Facility Demand (# Visits
 Required/Person/Year/Unit)
 Light Users = Minimum 1 Visit / Year
 Medium Users = Minimum 1 Visit/Month or 12 Visits/Year
 Heavy Users = Minimum 1 Visit/Week or 52 Visits/Year
 Sample Size = Total number of people sampled

4. Funding:

Impact fees, commonly known as park development fees, are the most commonly identified means of funding new parks.



- Providing direct population/growth impact fees for accommodating services and demands for future parks.
- Baseline Avg. standards include:
 - 2.5 acres per/1000 persons
 - Avg. Household 2.6 persons
 - Park land = .007 acre per/Household

Teller County Comparison: (Population 20,984)

(2.5 acres per/1000 persons), **52.5 Ac.**

(Park land = .007 acre per/Household), **72.5 Ac.**

(1997, Woodland Park, Park, Trails and Open Space Master Plan Using 7.5 Ac. Per /1000 person), **2,797 Ac.**

Grants programs are used to target existing park programs and deficiencies (GOCO)

Neighborhood & Community Parks:

Baseline: 2.5 to 3.0 acres per 1000 persons

Maintenance Staff:

Colorado Springs	1-person/22 Ac.	Total-2,560 Ac.
Denver	1-person/13 Ac.	Total-4,500 Ac
Ft. Collins	1-person/12 Ac.	Total-670 Ac.

Estimated Western Community Averages: Not a County Comparison

		Existing Teller County Facilities
Soccer Field	1 per/6500 persons	1 per/3500 persons
Football Field	1 per/20,000 persons	5 per/20,000
Base/Softball Field	1/3000 persons	1 per/2000 persons
Outdoor Basket Ball (2-courts)	1/6000 persons	1 per/2300 persons
Tennis Court (2-courts)	1/3000 persons	1 per/3500 persons
Rec Center/Gym	1/40,000 persons	NA
Swimming Pool	1/27,000 to 40,000 persons	N/A
Ice Rink	1/65,000 persons	1 per/10,000 persons
Trails (Colorado Springs)	.20 miles/1000 persons	



5. Summary of Information

1. Generally a pool and recreation center is desired in the Woodland Park area, where one does not exist currently.
2. Trails and Open space is desired in the unincorporated Teller and Cripple Creek areas where trails and open space exist, but there is a gap in our understanding of what type of trails and open space is needed.
3. There seems to be a lack of public information that targets users of facilities. It was not clear what users knew about facilities outside of their immediate area.
4. Perhaps we need to ask them the question: *What is the closest... and how often do you use it? How far are you willing to drive to?*
5. Gap exists between the perceptions by the public that there are adequate fields for various outdoor sport activities, i.e. soccer, baseball etc. Whereas the programmers of those fields definitely perceive the need for more sports fields and that the fields are overused and not in optimum condition.

6. Blueprint for the future

1. Established the next meeting time as July 17th at 10:00 in Divide. Goal for meeting is to establish a blueprint for TEAM WorX to follow for the next few years

Issues to think about that meeting

- a. Funding overall recreational master plan that is a compilation of additional survey data, LOS study, etc.
- b. Continuity of recording field usage by all TEAM WorX members so that there is consistency of data. Customer satisfaction or exit survey.
- c. Survey of actual field usage by all Team members
- d. Consistency of recording budgetary information
- e. Determine Champion
- f. Establish flow chart of events for the next few years i.e. all team members record field usage in a consistent manner.
- g. Additional survey information i.e. how far are people willing to travel for various recreational activities, 5 miles for soccer, 10 miles for a recreation center 15 miles for trails.
- h. Benefit analysis to determine feasibility of pool recreation center in Woodland Park. Can it be supported by visitor/summer population?
- i. Establish timeline for next steps necessary to complete the Master Plan.
- j. Establish an organizational blueprint, goals, core values, and target dates for completion.

Teller County Recreational Assessment Meeting Minutes THE BLUEPRINT July 17,2003

List of attendees:

Kevin Tanski /Teller County Parks Dept.
Helen Dyer/ Teller County Division of Parks
Cindy Keating/City of Woodland Park Parks and Recreation Dept.
Sharon Quay/ Rampart Library District
John Pacheco/ Woodland Park RE-2 School District
Guy Arseneau/ Cripple Creek Victor RE-1 School District
Connie Johnson/City of Cripple Creek
Jim Houk/ Thomas & Thomas
Leslie Thomas/Thomas & Thomas
Fred Crowley/ Crowley's Consulting

During the July 17th meeting a framework for a formal "Blueprint" for TEAM WorX was presented. The wrap-up plan aimed to provide direction and identify a mission, major milestones, tasks, responsibilities and timeline. Partners were asked to have reviewed the information and accomplishments to date. Also four short case studies with related information were provided. It was only provided as little brain food to generate additional discussion.

Brain Food:

www.dcr.state.va.us/lanm_sum.htm
www.lib.niu.edu/ipo/ip990321.html
www.wpraweb.org/legislative/alerts/la091701.htm
www.lib.niu.edu/ipo/ip000310.html

The following was a starting point for the wrap up meeting. As discussed during our last meeting we have made good headway with the work to date that includes the inventory, survey and gap analysis, but we were still left with some unanswered questions. One of the biggest questions still remaining, is how do we make the best use of the new information and planning tools to better provided recreation services to the County residents.

What were our expectations for the project? (The expectations were collected as part of the earlier "Homework" assigned by Thomas & Thomas)



In the TEAM WorX “Homework” we find the following expectations listed:

1. Identify recreation trends and desire of the county residents
2. Inventory and understand the existing recreation resources
3. Gain a better understanding of the County’s residents willing to pay for services
4. Provide information Master Plan updates
5. Identify possible new partnership opportunities
6. A invaluable level of collaboration

The remaining are unanswered or incomplete expectations:

1. Establish greater support for future funding
2. Establish bases for a regional master plan.
3. To understand what kind of a demand is on the existing facilities
4. Determine the best way to efficiently delivery services in the county

The next **BIG** question... What do we need to do to meet our remaining expectations?

As we look to the future and the remaining tasks, it is important to recognize the achievements of TEAM WorX and the benefits of the partnership. Every effort should be made to celebrate the partnerships and build on the momentum gained to date. Each partner has the difficult task of providing recreation services and also share a common responsibility to be fiscally wise in providing the services, but where does that leave us....? It is believed TEAM WorX has matured from a process to a living organization that has a future. And it’s future is in enhanced communication and cooperation. TEAM WorX is a step in the right direction and should continue to be the champion for recreation services in the county.

A review of the survey data and finding, the gap analysis, list of expectations and case study from around the country as lead the idea that TEAM WorX has a place in Teller County and in the protection of recreational opportunities in the communities.

Across the county communities, recreation districts and departments are finding the need and seeing the benefits of regional cooperation and planning. For more then 20-years regional planning has been a tool of the academic world, but the day-to-day tasks of running a community and existing planning department structures made it hard for planning directors and managers to overcome the complexity of political boundaries. Today, steps are being taking to overcome the issues, as communities are faced with new challenges in the evolution of providing new services and increasing final responsibilities.



What does this collaboration look like and what does it mean to Teller County and its communities? The following Blueprint outline is provided a springboard for defining TEAM WorX future.

The **BLUEPRINT**, Teller County Recreation Assessment Study

The final Blueprint consists of three basic phases of work. *The first phase is administrative in nature; the second is creating the long-term foundation and third is the development or implementation of the TEAM WorX vision.*

PHASE ONE:

Step One is defining the *commitment, vision and agreeing to take on the leadership role* for protecting, promoting and enhancing the recreation services in the community. It is assumed that TEAM WorX is committed to moving the TEAM WorX concept forward, to build on the success of the collaboration and improve the community's recreation delivery systems.

As we look to meeting all of the stated project expectations, we have two options. The first option that we recommend would be, at a minimum, that TEAM WorX continue to use the team-model to conduct up dates to the study every five years. This would build on the success of the first six expectations and those that we have met to date. But, ultimately we believe that a second dynamic option can be mapped out to meet all of the stated project expectations. The second option requires leadership and for TEAM WorX to be the “champion” for the recreation vision.

Step Two in phase one represents a key step in establishing TEAM WorX as a leader in the community. It *requires engaging the decision-makers and the community in a buy-in process* that supports the TEAM WorX idea, the vision and benefits. This means bringing a formal resolution before community leaders for approval. TEAM WorX needs to be viewed as a legitimate working model for guiding future recreational services.

Step Three of phase one is *detailing a “Blueprint” for TEAM WorX and its mission*. While this is general a formula for the concept/blueprint, it will be the responsibility of the partnership to define the mission, assign responsibilities, task identify milestones and establish a time line. It will be important that accountability is worked into the final plan so that progress and actions can be measured.

(It is anticipated that phase one will be the focus of TEAM WorX over the next year)



PHASE TWO:

Where do we see the TEAM WorX model going? With phase two we see the *development of a foundation* that will lead to TEAM WorX evolving into a countywide recreation and environmental conservation advisory board. The benefits of a board includes the sharing of resources, information, expertise and developing a critical mass that will provide broader public support for programs, funding options, policy and goals. Phase Two, *“The Foundation” is three-fold and consists of 1-partnerships, 2-information and 3-comprehensive planning.*

Step Four in the blueprint is *building partnerships and relationships* with like interests. This means TEAM WorX needs to be active in the community outside of traditional recreation. The key will be in developing an understanding of other groups/organizations/departments that have a role in open space, education and the quality of life issues. It will be important to understand their missions and map out common interests and goals. Two things should be accomplished in building these relationships. *First, allies and support are needed for future programs and funding efforts. Second, TEAM WorX should seek opportunities to piggyback on programs and share information.*

Step Five is *developing common data collection standards* between the partners to assist in data updating and expansion. This will help enhance the shared database and planning tools. We are confident that we have developed a solid foundation of information, but also believe that the database has great potential to be outstanding, as TEAM WorX explores news ways to use the information. The data collection will also assist in the development of a countywide master plan.

Step Six, a countywide comprehensive regional master plan provides a few key benefits. First, it draws from the existing data, builds on the existing efforts and offers a means of illustrating the results of the gap analysis. Second, it acts as a mechanism to conduct the “Level of Service” analysis needed to fine tune program and facility needs. Third, it is an opportunity to highlight common or shared goals with other groups/agencies (building support...) and forth, it legitimizes TEAM WorX Blueprint and represents a key milestone in the TEAM WorX future.

PHASE THREE:

Phase three relates to TEAM WorX long-term role in the community. Building on the steps of commitment, partnership and a master plan, TEAM WorX has the opportunity to create a mechanism in which to brings various interests together and provide important services to the community. Again, creating critical mass of support and resources for collaboration, communication and planning.



Maybe TEAM WorX take on a broader meaning and equals quality of life, the environment and recreation. As an **Advisory Board**, TEAM WorX could take on the role as a supporting advisory board in the community and “Champion” of the database, master plan and vision. The TEAM WorX advisory board would participate in individual planning processes as requested and represents citizen interests in recreation. Also the board could assist in bringing together common interests, identify partnerships and assist in future fund raising. The board would also conduct assessment up dates.

Perhaps TEAM WorX evolves into a provider and leader in environmental education, conservation, health and fitness and recreation. With an expand view of services and developing an office that pooled existing resources for the betterment the community and individual interests.... The team /partnership would hopefully create opportunities where partners could continually raise the bar on the services provided.

Closing:

The TEAM WorX partners have committed to defining a long-term role for organization in the protection and care of recreational services in the county. Meeting is to be held August 19, 2003.

The following is a starting point for a mission statement for TEAM WorX:

Serve as the regional partnership to facilitate integrated recreation planning, minimize redundant efforts and facilities, and coordinate the standardization of data gathering and analysis to maximize the recreation benefits to the citizens and communities in Teller County.

The next section of this manual will represent the beginning and next evolution of TEAM WorX. The closing section reflects the desires and hard work of the partners, all which should be congratulated for their hard work and commitment to their community.

Thomas & Thomas provided a draft copy of the manual for the team to review and comment upon. Comments are due by July 31st so that Thomas & Thomas can provide a final copy two weeks later.

On a separate note Jim and I would like to thank all the TEAM WorX partners for providing us with the opportunity to work on this unique project, which has challenged us both mentally and professionally. We would appreciate it if you could keep us posted as to your progress and if we can be of service to you in the future please do not hesitate to call.



From: Helen Dyer [mailto:helendyer@direcway.com]
Sent: Monday, August 18, 2003 6:49 AM
To: Tom & Sandy King; Tanski Kevin; Sharon Quay; Leslie Thomas; John+ Pacheco; Jody Turner; Jim Houk; Guy Arseneau; Cindy Keating; CC Park & Rec; Cripple Creek Parks
Subject: TEAM WorX Meeting Reminder: Tuesday, Aug. 19th 8:00 a.m.
Importance: High

Dear All,

Just a reminder that we will be meeting tomorrow, Tuesday, August 19 @ 8:00 a.m. at the Woodland Park, Parks & Rec. classroom next to City Hall.

Items for discussion:

- Review of final TEAM WorX Manual
- Publicity
- Hours & in-kind reports for DOLA final report (see attached form)
- Timeline for governing board "acceptance" resolutions
- Meeting calendar for TEAM WorX (monthly, quarterly, etc.)

See you all Tuesday; please inform if you will be unable to attend.

Thanks H

TEAM WorX

Meeting minutes

Tuesday, August 19, 2003

8:00 – 9:30

Woodland Park, Parks & Rec.

Woodland Park, CO

Attendees: Guy Arseneau, Connie Johnson, John Pacheco, Kevin Tanski, Cindy Keating, Sharon Quay, Helen Dyer

AGENDA/Notes

- **Review of final TEAM WorX Manual**
Thomas & Thomas is still working on the final documents, so this was not ready for review. A post-meeting conversation with Leslie Thomas revealed that it should be ready the week of August 25th.
- **Publicity**
What: The group discussed the several levels at which this can take place. When Cindy Keating noted that Mark Fitzgerald would be presenting the TEAM WorX PowerPoint to WP City Council, John noted that this is a televised event and a perfect publicity opportunity. John also suggested that we use this opportunity to address the request for governing body sanctioning via resolutions.



When: Refer to following calendar of board presentations. Sharon noted that her board will not need to adopt a resolution, just needs to be informed. Sharon also noted the opportunities available for presentations to the public at the library.

Who: The initial presentations will be before the governing partner boards. From there, a second “tier” of presentations will include, but not be limited to local chambers of commerce and development boards. Kevin and Cindy will work on an updated PowerPoint presentation. Connie started an exciting philosophical conversation that provided salient points to include in the presentation regarding the ultimate values of this process. The press attends these meetings, so that interest will be served as well.

- **Hours & in-kind reports for DOLA final report**
Due to Helen by August 29th. Members will provide these hours and in-kind to Helen. Included in in-kind will be copies of the final manual made for governing boards.
- **Timeline for governing board "acceptance" resolutions**
What can we do to support each other in this process?: See Publicity. Cindy noted the importance of mass representation at each of the presentations to demonstrate the spirit of collaboration
- **Meeting calendar for TEAM WorX (monthly, quarterly, etc.)**
Next meeting: Much of what needs to be done over the next few weeks can be communicated via e-mail and phone. TEAM WorX will meet next on **Monday, January 12, 2004 at the NEW Woodland Park Library!**

Date	Presentation to	Time	Reserve by	Reserved by
9/18	WP City Council	7:00 p.m.	Done	Cindy K
10/15	CC City Council	5:30 p.m.	10/01	Connie J.
10/17	CC/V Re-1 (board work session)	6:00 p.m.	10/1	Guy A.
10/23	TC BOCC	9:00 a.m.	10/9	Kevin T.
11/12	WP Re-2	7:00 p.m.	10/29	John P.
TBD	Victor City Council		10/01	Helen D.

Action Item	By Whom	By When
Collect final reports/documents from Thomas & Thomas and distribute to partners	Helen	ASAP/w/o 8/25
Updated PowerPoint presentation	Kevin & Cindy	ASAP
Draft resolution: contact Lake County	Helen	ASAP
Lock in presentation dates	All	ASAP
Next step: GIS interface formatting, funding identification. Note: Helen will get info from Jim Houk re non-profit orgs. that provide this type of service.	Kevin, Sharon, Helen	ASAP

